

Maumee Municipal Court
Job Description

<u>COURT BOOKKEEPER</u>	
Department:	Clerk's Office
FLSA Status:	Non-Exempt
Immediate Supervisor:	Clerk of Court (Administrator)
Supervises:	N/A
Work Schedule:	Regular Operational Hours of the Court
Date Revised:	February 9, 2018

POSITION PURPOSE: Process daily deposits, update daily batches, process bond forfeitures, restitution payments and overpayments. Performs month end closing and prepares financial reports. Keeps records and accounts accurate and current. Researches and resolves discrepancies and accounting errors.

The specific duties required Court Bookkeeper include but are not limited to:

- ✓ Adhere to the vision of MMC and the Court policy and procedures as documented in the Maumee Municipal Court Personnel Rules.
- ✓ Perform clerical, procedural and accounting functions for the court in a timely and thorough manner.
- ✓ Processes accounts payable and cash receipts by using the Court computer system.
- ✓ Prepares and maintains reporting and statistical data on a regular and special basis.
- ✓ Provide appropriate and prompt assistance to the general public, attorneys, defendants, law enforcement officers and Court Bailiffs – always in a respectful and courteous manner.
- ✓ Answer the telephone in a timely and responsible fashion assisting the public with their inquiries.
- ✓ Attend mandatory staff meetings when called.
- ✓ Provide assistance/backup coverage to other personnel as needed/requested.
- ✓ Participate in any additional training and/or clerk's conferences that are recommended by the Clerk of Court.
- ✓ Perform such other duties as assigned by the Judge or Clerk of Court.

THIS JOB DESCRIPTION IS A GUIDE, NOT CONTRACTUAL IN NATURE AND THE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE.

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MINIMUM QUALIFICATIONS / EXPECTATIONS

Associate Degree in accounting (Bachelor's Degree is preferred.)

- Satisfactory security and background check.
- At least two (2) years of relevant work experience is required; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Outstanding written and verbal communication skills are essential.
- Technical / Computer proficiency in the software/hardware currently used by the Court and other Court-related web support sites.
- A respectful and a subordinate attitude to his/her Court supervisor and the supervisory chain of command as determined by the Judge.
- Maintains a positive and respectful approach both verbally and in writing with superiors, colleagues, and individuals inside and outside the Court.
- Customer service, courtesy, professional business demeanor and presentation are critical. The ability to maintain confidentiality in sensitive issues is essential. Must have the ability to work well with a diverse group of people.
- A consistent and good record of job attendance and meeting work expectations. Demonstrates flexibility and efficient time management. Must be able to multi-task and work independently with minimal supervision.

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Revised: 2/9/2018

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INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

Job descriptions are not intended as and do not create contracts. The City maintains its status as an at will employer and, accordingly, may terminate an employee for any reason not prohibited by law, unless such status as applied to a particular employee is modified by a collective bargaining agreement or the rules and regulations of the Civil Service Commission of the City.

Employee name

Date

Employee signature

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