

Maumee Municipal Court

Job Description

<u>CLERK OF COURT (COURT ADMINISTRATOR)</u>	
Department:	Maumee Municipal Court
FLSA Status:	Exempt
Immediate Supervisor:	Maumee Municipal Court Judge
Supervises:	Chief Deputy Clerk (Fiscal), Deputy Clerks, Chief Supervision Officer/Deputy Clerk and Supervision Officer/Deputy Clerks.
Work Schedule:	Regular Operational Hours of the Court as well as time needed and/or required by the Judge.
Date Revised:	February 9, 2018

The Clerk of Court, appointed by and supervised by the Judge will monitor and adhere to the numerous responsibilities, duties and powers as set out in ORC 1901.31.

The Clerk of Court is responsible for the direction, coordination, and the administration of Court clerical services, financial transactions, and the record keeping activities related to The Maumee Municipal Court.

The Clerk is ultimately responsible for keeping the Court in compliance with any and all Ohio statutory, constitutional and case law applications, both old and newly defined.

Specifically, the Clerk is responsible for the following:

Overall Administrative Operations:

- ✓ Work closely with the Judge to determine the overall vision and objectives of the Court and then communicating and embedding those objectives in the operations and procedures of the Court.
- ✓ Oversee the implementation of all policies and programs as determined by the Judge.
- ✓ Responsible for the appointment of the activities of all deputy clerks, establishment of office procedures and the supervision of the processing of all paperwork in the Clerk's office. The Clerk or a Deputy Clerk shall be in attendance at all the sessions of the Court, although not necessarily in the Court Room (ORC 1901.31H)
- ✓ Manage either directly or through approved subordinate supervisors programs involving service of Court papers, probation, small claims, Court reporting, data processing and other administrative activities.
- ✓ Recommend to the Judge new or improved administrative policies and procedures and then implementing upon approval.
- ✓ Complete and maintain with not less than annual revisions, written operation or procedural manuals ensuring compliance to the Ohio Supreme Court and the City of Maumee statutes or ordinances (e.g. MMC Personnel Rules). All such revisions shall be provided in written form to each employee and the Judge.

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- ✓ Maintain adequate inventory of forms and supplies relative to the efficient operation of the Clerk's office.

Personnel Management:

- ✓ The immediate supervisor of the, **Chief Deputy Clerk (Fiscal)**, Deputy Clerks, Chief Supervision Officer/Deputy Clerk and Supervision Officer/Deputy Clerks.
- ✓ Monitor the work and function of all departments and personnel within the Maumee Municipal Court.
- ✓ Administer the wage and salary systems of the MMC employees as approved by the Judge.
- ✓ Monitor job performance and evaluations as well as providing recommendations for new or position replacements to the Judge.
- ✓ Develop and provide a procedure for training, developing and evaluating Court employees.

Fiscal Management:

- ✓ Provide oversight to the **Chief Deputy Clerk (Fiscal)** to ensure that all costs, fees, fines, bonds, payments and other moneys payable to the Court are accounted for in strict compliance to the Ohio State Auditor's Office.
- ✓ Prepare and monitor Court operating and capital improvement budgets (city and county); administering accounting, purchasing, payroll and financial control functions; and guiding the budget through local government review processes.
- ✓ Plan for physical space needs; purchasing and managing equipment and supplies.
- ✓ Contact vendors for price estimates for goods and services needed by the Court.

Technology Management:

- ✓ Analyze, evaluate and implement technology to assist the Judge and Court employees in accomplishing their functions in the most advanced means possible.

Records Management:

- ✓ The first step in processing arrest warrants signed by the Judge.
- ✓ Creation and management of a system of record keeping, file retention systems and reports for the Court, complying with proper audit and Supreme Court regulations.
- ✓ Oversee and maintain the MMC Rules of Court – conducting no less than an annual audit to ensure all rules are up to date and provided to the Ohio Supreme Court and all law enforcement agencies of the Courts jurisdiction.

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Court Representative:

- ✓ Act as a liaison to other agencies, courts and the public to educate and promote the work of the Court.
- ✓ Act as a representative of the Judge and the Court for the release of information to the media and the public; providing management information to all departments and City Government; collecting and publishing data on judicial business and internal functions of the Court.
- ✓ Be prepared, equipped and available to mediate with Defendants or the general public in times when those individuals are under duress, anxious or posing general questions or concerns.

When the Clerk of Court is unavailable for reasons of illness, vacation, personal days, or temporary absences for things such as meetings, training, or job related breaks and lunches, the Clerk will assign the Court operations to the **Chief Deputy Clerk (Fiscal)** until the Clerk of Court becomes available again.

MINIMUM QUALIFICATIONS / EXPECTATIONS

- High School diploma, College/University Bachelor degree.
- Satisfactory security and background check.
- Technical / Computer proficiency in the software/hardware that the Court is currently using as well as the current case management system of the Court, and other Court-related web support sites.
- A history of administrative and leadership qualities as well as a self-initiated desire to seek continued development and growth.
- Ability to establish and maintain productive working relationships with MMC Court Supervisors, other area Court Clerks, local City Government officials, and other department heads.
- Flexibility in terms of the ability to develop new documentation in conformity with changes in the law and other requirements imposed upon the Court.

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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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Revised: 2/9/2018