

Maumee Municipal Court

Job Description

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

Deputy Clerks are hired to process the various processes of the Clerk's office. They are integral and essential in completing the orders of the Judge and the Court. They are more times than not the "face" and "voice" of the Maumee Municipal Court.

The specific duties required of all Deputy Clerks include but are not limited to:

- ✓ Adhere to the vision of MMC and the Court policy and procedures as documented in the MMC Employee Handbook.
- ✓ Perform clerical, procedural and accounting functions for the court in a timely and thorough manner.
- ✓ 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.
- ✓ Receive and process motions, complaints and Traffic/Criminal citations for filing – examining the same to ensure that the documents comply with standardized formats and court procedures.
- ✓ Record, time stamp, affix Court seal, and log case identification information.
- ✓ Input complaints / charges.
- ✓ Swear-in complaints as required.
- ✓ Process Judge's orders and entries
- ✓ Prepare certified copies of court records as required.
- ✓ 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.
- ✓ Prepare and process driving privileges and license forfeiture releases and warrant block releases.
- ✓ Prepare entries for BMV.
- ✓ Run and retrieve LEADS printouts.
- ✓ Sign and seal new tax summons being filed for the Court.

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Maumee Municipal Court

Job Description

- ✓ Issue bench warrants, recall warrants and process warrant returns.
- ✓ Send no show letters.
- ✓ Issue contempt notices.
- ✓ 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.
- ✓ Perform such other duties as assigned by the Judge or Clerk of Court.
- ✓ Process releases for license forfeitures, violator compacts and warrant blocks.

Specific duties of the Assignment Clerk (if apply):

- ✓ Maintain the court docket for all hearings, trials and court proceedings, entering docket entries into the Court CMS.
- ✓ Pull and prepare case files for the daily court agenda.
- ✓ Coordinate meeting of defendants with attorneys, prosecutors, etc.
- ✓ Process time waivers for “not guilty” pleas.
- ✓ Process pretrial agreements from the Prosecutor.
- ✓ Prepare and process driving privileges on pending cases.
- ✓ Track defendants to attend remedial driving classes.
- ✓ Process bench warrants for no-shows.
- ✓ Monitor Rule 4’s, extraditions.
- ✓ Monitor Supreme Court timelines on traffic/criminal cases.

Specific duties of the Cashier (if apply):

- ✓ Receive monies for filing fees, fines, costs, restitution, or other Court ordered costs; providing a receipt, and maintaining related records or docket notes on each related case.
- ✓ Send letters to defendants for wrong payment amounts.
- ✓ Assist defendants in any way allowed by the Judge to process his/her payments including the processing of review agreements, referring the defendant for community service, etc.
- ✓ Comply with all fiscal security procedures as established by the Clerk of Court in regards to bank deposits, receipting and accounting.
- ✓ Input traffic and criminal citations entering ticket into CMS, run dispo sheets, prepare file.
- ✓ Input complaints / charges.
- ✓ Dispose of cases.
- ✓ Track defendants to attend remedial driving classes.
- ✓ Process bench warrants for no-shows.
- ✓ Pull files for that day’s docket: e.g. arraignments, money due, walk in warrants, no shows...
- ✓ Prepare and issue daily jail list.
- ✓ Process violator compacts.
- ✓ Receive bonds for MMC and other Courts.
- ✓ Monitor return of bench warrants and TPO’s

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Maumee Municipal Court

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- ✓ Process jail commits and releases; verify jail time served.
- ✓ Process releases for license forfeitures, violator compacts and warrant blocks.

Specific duties of the Civil/Small Claims Clerk (if apply):

- ✓ Prepare and monitor the civil schedule for all cases checking for service and further actions required to provide service or rescheduling.
- ✓ Pull and process all files for civil / small claims cases or where judgments are due.
- ✓ File Small Claims actions, processing the paperwork and associated filing fee; assign same for trial; and assemble the filing, preparing the file folder and label for each case.
- ✓ File and process Civil Complaints and Sealing of Record Requests, entering the information and filing fee into the CMS.
- ✓ Prepare reports requested by the Credit Bureaus of New Case Filings and Judgments.
- ✓ Issue SR6 forms
- ✓ Issue certified mailers for tax summons, contempts, etc.
- ✓ Receipt garnishment checks or judgment payments received in the mail, making notation of each in the CMS.
- ✓ Receive telephone calls regarding civil / small claim issues and sealing of records.
- ✓ Serve as cashier for civil / small claim cases.
- ✓ Process evictions, wage and bank garnishments.
- ✓ Prepare paperwork for Court weddings.

Specific duties of the Front Window Clerk (if apply):

- ✓ Check in attorneys, defendants, witnesses, complainants and jurors for court appearances.
- ✓ Fill out witness fee certificates.
- ✓ Certify copies.
- ✓ Process faxes
- ✓ Perform record checks / warrant validations.
- ✓ Help as needed with DIP scheduling, vehicle issues, tax cases.
- ✓ Liaison with prosecutor's office, victim advocates & probation.
- ✓ Process incoming faxes, letters from jail, continuances, etc., making docket entries, locate files and other actions required.
- ✓ Schedule defendants to attend various 3-day alcohol programs.
- ✓ Prepare all vehicle entries (immobilizations, forfeitures and releases) and mail to all concerned parties as well as any other action required. (e.g. towing...)
- ✓ Prepare all vehicle forms (BMV #2270, BMV #2286, BMV #2269) and mail to all concerned parties.
- ✓ Answer main phone lines.

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Specific duties of the Jury Commissioner (if apply):

- ✓ Assemble and mail time sensitive Jury Summons to jurors including parking passes and employment excuses.
- ✓ Inform and seek the Judge's response on all juror excuse requests notifying the juror of the Judge's response.
- ✓ Oversee the jury registration and payment vouchers when juries are called.

MINIMUM QUALIFICATIONS / EXPECTATIONS

- High school diploma, GED, or equivalent certificate of competency.
- 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 as well as the current case management system of 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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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