

CITY OF FREMONT
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Deputy Clerk of Court	Position Title:	Deputy Clerk of Court
Class Number:		Employee Name:	
Dept./Division:	Municipal Court	Civil Service Status:	Classified
Reports To:	Clerk of Court	Employment Status:	Full-time
Pay:	Hourly	FLSA Status:	Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education with training and/or experience which evidences knowledge of office practices and procedures.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, typewriter, calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
For purposes of O.R.C. 4167.

The employee: is exposed to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); may be exposed to upset or hostile members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Operates equipment (e.g., computer, typewriter, and calculator, etc.) to performs court clerking duties; attends small claims hearings and docket information and judgment of each case; processes garnishments, executions, and trusteeships; collects and processes parking ticket monies; processes subpoenas, summons, and delivers to Bailiff or Sheriff for delivery; posts receipts to proper accounts and balances books; deposits monies in bank; files criminal complaints, receives bonds, and appoints attorneys for indigents; prepares lists of prospective jurors; docket and indexes traffic and non-traffic cases; enters criminal, traffic, and civil cases on docket; receives monies and issues receipts for six separate divisions of the Court; prepares criminal and traffic warrants or affidavits to be docketed for each court session; maintains accounts of court receipts and expenditures and prepares monthly, annual, and special reports; schedules hearings and notifies necessary parties; prepares necessary paperwork for commitment to jail and bond papers.
2. Performs customer service duties; assists the public in filing small claims and processes all pertinent documents; receives telephone calls and customers, directs calls or customers to appropriate personnel and answers routine questions.
3. Performs related duties as required; prepares annual reports of action taken on all civil and criminal cases handled in the Municipal Court; attends traffic court and assists as necessary.
4. Performs duties of court reporter in the absence of the reporter.
5. Demonstrates regular and predictable attendance.
6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: accounting; bookkeeping; organizational policies and procedures*; public relations; courtroom procedures*; civil and criminal procedure*; office practices and procedures; office equipment operation.

Skill in: typing; word processing; computer operation.

Ability to: carry out simple instructions; carry out detailed but basic written or oral instructions; perform basic addition and subtraction; copy material accurately and recognize grammatical and spelling errors; communicate effectively; develop and maintain effective working relationships.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)