

RESOLUTION NO. 35-2015

Amending the Position Descriptions for Court Clerk and Part-Time Deputy Court Clerk and Amending Resolution No. 54-2014 to Adjust the Salary Range for Part-Time Deputy Court Clerk.

WHEREAS, City Council wishes to amend the position descriptions for the positions of Court Clerk and Part-time Deputy Court Clerk; and,

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties of these positions; and,

WHEREAS, City Council wishes to amend Resolution No. 54-2014 to adjust the salary range of the Part-time Deputy Court Clerk position from Range 9 to Range 10;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Court Clerk (Class Specification No. 52) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the position description for the position of Part-time Deputy Court Clerk (Class Specification No. 53) as per the description attached hereto be and the same is hereby amended.

SECTION 3. That Resolution No. 54-2014 establishing compensation for classified positions in the City be and the same is hereby amended to adjust the salary range for the Part-time Deputy Court Clerk position from Range 9 to Range 10.

SECTION 4. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted July 13, 2015

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ Tanya Maria Word
Temporary Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: COURT CLERK	CLASS: 52
Department: Administration	Title Revised:
Date: July 13, 2015	Updated: 2007
Reports To: City Manager/Mayor	

General Statement of Duties

Under the direction of the City Manager and/or Mayor, this position plans, directs and oversees the clerical and administrative functions of Mayor's Court; supervises the daily activities of the court ensuring the efficient and effective operation of the court; establishes procedures and recommends policies for the effective execution of all matters pertaining to Mayor's Court. The work requires constant exercise of judgment in applying legal and administrative procedures to various matters.

Essential Functions of the Position:

Responsible for all court records as required by Ohio Revised Code and court policies.

Researches and implements O.R.C. changes and municipal ordinances pertaining to Mayor's Court.

Directs all financial matters for the court including budgeting, processing purchase orders, collection, logging, balancing, depositing of fines and court costs; disbursement of all collections to appropriate agencies based on O.R.C. and audits.

Directs case flow management, evaluating pending caseloads, develops and implements a system, both automated and procedural, that supports a balanced court docket.

Prepares, updates and maintains accurate dockets, journals and case files.

Reviews all cases when a defendant is incarcerated; contacts Mayor and prosecutor; schedules a hearing; arranges transport with police and jail personnel.

Communicates in person and over the telephone with defendants, attorneys and the general public regarding the court's procedures, defendants' rights and options, fines, costs, bonds, sentences and referrals.

Processes and maintains all sealed records.

Communicates with the Division of Police regarding court-related issues, policies and procedures.

Supervises and directs the work of the Part-time Deputy Court Clerk.

Prepares warrants, summons to appear and other various legal documents for the signature of the Mayor.

Arranges for interpreters for language/communication barriers with defendants.

Monitors defendants' compliance with Court Orders, including alcohol treatment programs, counseling, restitution, community service, diversion programs, etc.

Compiles and transmits information to the Ohio Bureau of Motor Vehicles assessing points and submitting driver's license suspensions based on disposition of cases.

Creates monthly statistical data reports on case volume and collections.

Creates and submits quarterly report to the Ohio Supreme Court as required by O.R.C.

Creates and submits quarterly report to City Manager for presentation to City Council.

Assists with answering calls to the City's main telephone line and assisting walk-in customers as needed.

Operates computers and various other office equipment.

Knowledge, Skills and Abilities:

General knowledge of the organization and functions of municipal government procedures.

Ability to understand procedures and policies concerning Mayor's Court.

Ability to secure cooperation of others in difficult working situations.

Familiarity with basic accounting procedures.

Ability to type, file and maintain reports.

Ability to operate standard office equipment.

Ability to maintain effective relationships with City staff and the public at large.

Ability to maintain professionalism in stressful situations.

Ability to express ideas and communicate to the public and co-workers clearly and accurately.

Sound judgment, tact and courtesy.

Familiarity and experience with computer operations.

Ability to make decisions in accordance with established procedures.

Ability to work flexible hours including evenings as necessary and scheduled.

Minimum Requirements of the Position:

Graduation from a standard high school course of study (or GED). College level course work, and/or prior court clerk experience preferred, or a combination of experience and training which demonstrates the ability to perform the essential functions of the position.

Certification as a Notary Public within three months of employment.

The Court Clerk must be bonded.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. You may be asked by supervisors or managers to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 35-2015; Effective July 13, 2015

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: Part-Time Deputy Court Clerk	CLASS: 53
Department: Administration	
Date: July 13, 2015	Title Revised:
Reports To: Mayor/Court Clerk	Updated: 2000

General Statement of Duties

Under the direction of the Mayor and/or Court Clerk, this position is responsible for the performance of a number of tasks related to the preparation and disposition of cases resulting from traffic and criminal charges filed and Mayor's Court operations. The work requires constant exercise of judgment in applying legal and administrative procedures to various matters.

Essential Functions of the Position:

Establishes computerized case records by entering court data into computer (e.g., defendant's information, charges, court date/time, status, remarks);

Collects, time stamps, sorts all affidavits (tickets) filed with court;

Compiles all pertinent paperwork for each case and creates a file folder;

Determines if defendants are incarcerated based on paperwork from police department;

Maintains dockets by updating changes in case status (i.e., continuances, cases set for trial);

Collects, receipts, and records payments of fines, court costs and bonds;

Collects, logs, and records payments taken by police department on behalf of court;

Balances daily receipts to computerized cashbook and prepares daily deposit;

Communicates in person and on telephone with defendants, attorneys, and general public regarding the court's procedures, defendants' rights and options, fines, costs, bonds, sentences, and referrals;

Prepares paperwork based on defendant/defense attorney's decisions (continuance forms, jury demand and forms, sentencing entries);

Schedules continued cases (arraignments, pre-trials, trials);

Complies with Ohio Revised Code requirements and court policies.

Verifies accuracy of preliminary weekly docket; generates computer lists of court dockets;

Distributes docket to Mayor and other appropriate personnel;

Prepares/distributes paperwork for prisoner commitment and/or release;

Prepares warrants and other various documents for the signature of the Mayor or based on mayor's orders;

Operates computers and various other office equipment;

Serves as Court Clerk in the Clerk's absence;

Assists with evening Mayor's Court;

Assists with answering calls to the City's main telephone line and greeting walk-in customers as needed.

Knowledge, Skills and Abilities:

Ability to understand and carry out procedures and policies concerning Mayor's Court;

Ability to secure the cooperation of others in difficult working situations;

Familiarity with basic accounting procedures;

Ability to enter data accurately and efficiently;

Ability to prepare, maintain and file reports accurately;

Ability to operate standard office equipment;

Ability to maintain effective relationships with City staff and the public at large;

Ability to maintain professionalism in stressful situations;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Good judgment, tact and courtesy;

Familiarity and experience with computer operations;

Ability to make basic decisions in accordance with established procedures; and

Ability to work flexible hours including evenings as necessary and scheduled.

Minimum Requirements of the Position:

Graduation from a standard high school course of study (or GED). College level course work, and/or prior court clerk experience preferred, or a combination of experience and training which demonstrates an ability to perform the essential functions of the position.

Certification as a Notary Public within three months of employment.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. You may be asked by supervisors or managers to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 35-2015; Effective July 13, 2015