

POSITION DESCRIPTION

Warren County Court

CLASSIFICATION TITLE: Deputy Clerk - Traffic/Criminal
DEPARTMENT: Clerk of Courts - County Court Div

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
PAY RANGE	\$18.88/hr minimum	REPORTS TO	Clerk of Courts/Chief Dep Clerk
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PROBATION	180 days	LUNCH	Unpaid

MINIMUM QUALIFICATIONS

A Deputy Clerk – Traffic/Criminal must have strong computer, typing skills and able to assist with the public. The individual must possess a high school diploma or its equivalent. In addition, it is preferred that he or she have some knowledge of experience in the legal field, but it is not required. Needs to also have basic knowledge of office practices/procedures and an ability to understand and follow written and oral instructions.

A Deputy Clerk – Traffic/Criminal must have a positive attitude and be willing to work as a team, demonstrating an ability to get along with others. Individuals in this position must be able to read; write; perform basic mathematics; collect and record money transactions; type; enter, access, and manipulate data in a computer; and demonstrate an ability to quickly develop any areas that are lacking.

LICENSURE AND CERTIFICATION REQUIREMENTS

Ohio Valid Driver's License

DISTINGUISHING JOB CHARACTERISTICS

The Deputy Clerk – Traffic/Criminal provides exceptional customer service and record keeping services to people conducting business with the Court. He or she provides information and services at the counter; completes and files, as appropriate, any necessary paperwork; collects fees and other payments; and maintains accurate records as necessary and determined by the Clerk of Court.

Although this position does entail some exposure to courtroom activity, it is primarily a customer service and data management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below, with or without reasonable accommodation:

1. **Positive Attitude and Strong Work Ethic:** Work cooperatively with the

judge, Court staff, attorneys, litigants, witnesses, and other visitors to the Court. This means performing the regular functions of the job, *and* assisting other individuals when it is necessary. Recognizes that work at the Court requires teamwork and helping others whenever needed –not merely doing the job to which an employee is assigned. Maintains a positive attitude, performing his or her work without complaint, and makes efforts to get along with his or her coworkers.

Provides exceptional customer service, including assisting individuals checking in for court or seeking assistance in the Clerk's office. Pleasantly and effectively communicates with the judge, Court staff, attorneys, litigants, witnesses, and other visitors to the Court. Pleasantly and effectively answers and responds to telephone inquiries.

2. **Punctuality and Attendance:** Regularly and punctually reports for work during the hours of 8:00 a.m. – 4:30 p.m. Monday – Friday, with overtime as needed for court. After some training, reports to work one Saturday every 3-4 weeks for approximately 2 hours for purpose of receiving charge complaints and issuing warrants for persons arrested and incarcerated pursuant to the 48-hour rule. Rotation schedule with other clerks for jury trials and holiday prisoner arraignments as needed.
3. **Efficiency and Consideration:** Focuses on the requirements of his or her job during work hours, avoiding habits that interfere with the work of that employee or others (*e.g.*, speaking loudly on the telephone, keeping other employees from conducting their work, engaging in personal conversations during times that there is work to be done). Conducts himself or herself in a manner that is courteous and cognizant of the Clerk's Office's small, shared workspace.
4. **Stress Management:** Effectively responds to the often-hectic pace of the Clerks' Office. Must be able to deal with interruptions from the tasks at hand and effectively multitask, despite the demanding timelines of the Court.
5. **Confidentiality:** Exercises discretion and sound judgment regarding the confidentiality of all non-public information encountered on the job. Reviews and maintains the confidentiality of non-public data, including, but not limited to, non-public records and information contained in party files, personnel files, mediation files, LEADS/NCIC and conciliation files, and pending Court decisions / orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct.
6. **Typing and Computer Skills:** Must be able to type quickly and accurately. Must be able to proficiently work in Word, Excel and Outlook (or quickly learn).

7. **Attention to Detail:** Performs work in an accurate manner, avoiding paperwork or other clerical errors.

PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be the job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks that are essential to the performance of the job, with or without reasonable accommodation.

While performing duties of this job, the Deputy Clerk – Traffic/Criminal frequently sits and stands for extended periods of time. Must be able to transport files weighing up to 15 pounds. Must be capable of communicating verbally and in writing with others in person and by telephone.

OTHER DUTIES AND RESPONSIBILITIES

1. Clerk's Office Duties:

- a. Inputs appropriate information for traffic, parking, criminal citations, complaints, and other criminal/traffic matters into the computer in an accurate and timely manner. Verifies the accuracy of the information provided.
- b. Issues summons or warrants, as required, and arranges for service.
- c. Opens / prepares case files for court.
- d. Answers and responds to telephone and in-person inquiries in the Clerk's Office.
- e. Collects and processes fees, fines, and other payments. Calculates fine balances. Inputs scheduled hearing dates into the computer.
- f. Prepares notices and dockets.
- g. Prepares bench warrants including inputting all warrant information into the computer, updating Supreme Court and cost information, delivering copies.
- h. Processes arrests, including receiving returned/served warrants from the serving agency, entering hearing dates into the computer, and journalizing/filing the information in a case file.
- i. Processes expungements, including accepting filings, collecting and processing expungement fees, collecting information from probation,

setting hearings, and preparing the appropriate paperwork after the hearing.

- j. Processes initial non-compliance paperwork including preparing, recording, mailing, and filing notices.
 - k. Processes license forfeitures, insurance information and driving points and provides such information to the Bureau of Motor Vehicles.
 - l. Prepares commitment papers, appeals, felony transcripts, immobilization of vehicles, orders to dispose of or return a vehicle, recognizance bonds, bond continuances, releases from jail, judgment entries, certified copies of documents, and other similar documents.
 - m. Attends court sessions; maintains official record of court proceedings; maintains courtroom A/V and other technological systems; administers oaths, reads information to jury, reads verdicts, and polls jurors as necessary. Prepares, assembles, maintains a variety of reports, logs, forms, and official documents generated from court proceedings such as rulings, orders, criminal commitments; uses appropriate legal terminology and format, ensures all necessary items/paperwork are included, submits for judge's signature, and/or copies, files, and distributes documents as appropriate.
2. **Policy Compliance:** Responsible for following the Court/County's employee handbook and policies, including its policy prohibiting workplace harassment. Responsible for seeking feedback from the Court or counsel when unclear about the proper steps to take in following these policies. Attends and follows all training provided by the Court/County.
 3. **Equipment Operation:** Able to effectively operate a copier, fax machine, and other general office equipment.
 4. **General:** Performs other duties, as directed by the Clerk of Court and the Judge.

IMPORTANT QUALITIES

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| 1. Honesty | 5. Pleasant disposition | 12. Ability to get along |
| 2. Initiative | 6. Attention to detail | with others |
| 3. Enthusiasm | 7. Poise | 13. Ability to work closely |
| 4. Adaptability/
Flexibility | 8. Dependability | with others |
| | 9. Thoroughness | 14. Ability to work |
| | 10. Ability to work under
pressure | independently |
| | 11. Presentable appearance | 15. Ability to follow rules
strictly |

Please submit all applications to Clerk of Courts: James.Spaeth@co.warren.oh.us or mail to:
Clerk of Courts, James Spaeth, 500 Justice Drive, PO Box 238, Lebanon, OH 45036.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.