

# *Xenia Municipal Court*

## *Job Description*

<u>DEPUTY CLERK</u>	
Department:	Clerk's Office- <b>Assignment Clerk</b>
FLSA Status:	Non-Exempt
Salary Range:	Range 3 - \$39,041.60 - \$57,699.20
Immediate Supervisor:	Chief Deputy Clerk (Operations)
Supervises:	N/A
Work Schedule:	Regular Operational Hours of the Court
Date Revised:	March 16, 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 Xenia Municipal Court.

### Specific duties of the Assignment Clerk

- ✓ 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.
- ✓ Check in attorneys, defendants, witnesses, complainants and jurors for court appearances.
- ✓ Prepare subpoenas.
- ✓ Coordinate transportation for defendants requiring evaluations.
- ✓ Coordinate Judge's calendar with court calendar.
- ✓ Fill out witness fee certificates.
- ✓ Certify copies.
- ✓ Process faxes and emails
- ✓ 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.

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### Specific duties of the Front Window Clerk (Assignment is the backup):

- ✓ 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.

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

- ✓ Adhere to the vision of XMC and the Court policy and procedures as documented in the XMC Employee Handbook.
- ✓ Cross training within the Clerk's Office
- ✓ 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.
- ✓ Issue bench warrants, recall warrants and process warrant returns.
- ✓ Send no show letters.

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- ✓ 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.

### **MINIMUM QUALIFICATIONS / EXPECTATIONS**

- Court or law office experience (municipal or county court preferable)
- 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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