

## New Philadelphia Municipal Court Position Description

<b>Division/Department:</b> New Philadelphia Municipal Court
<b>Location:</b> 166 East High Ave., New Philadelphia, Ohio
<b>Job Title:</b> Deputy Clerk
<b>Reports To:</b> Judge/Clerk of Court
<b>Supervises:</b> N/A
<b>Hours:</b> 8:00 a.m. to 4:30 (Hours may vary)

Exempt     Non-exempt

**Summary of Position:** Under the general direction of the Clerk of Court, provide various processes to ensure the clerk's office runs efficiently.

**Education Requirements:** High School diploma or equivalent.

**Certification and/or Licensure Requirements, Knowledge, Skills, and Abilities:**

Must be able to write, speak and understand the English language; must be able to communicate efficiently with court staff and the general public. Must possess the ability to deal tactfully and professionally with Court personnel, the Court, community representatives and the general public. Must possess a working knowledge of computer technology. Must be able to manage time and responsibilities effectively.

**Specific Duties include, but are not limited to:**

**Deputy Clerk:**

1. Adhere to the policy and procedures as documented in the New Philadelphia Municipal Court Handbook.
2. Perform clerical, procedural and accounting functions for the Court in a timely and thorough manner.
3. Provide appropriate and prompt assistance to the general public, attorneys, defendants, law enforcement officers and Court Bailiffs – always in a respectful and courteous manner.
4. Answer the telephone in a timely and responsible fashion assisting the public with their inquiries.
5. Have general knowledge of the Court's jurisdiction.
6. 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.
7. Time stamp and affix the court seal to filings and new citations/tickets as required.
8. Enter complaints/charges in the court software program.
9. Prepare case files in appropriate files and adhere case identifying labels.
10. Swear-in complaints or warrants as required.
11. Process Judge's entries/orders by mailing to all the required parties.
12. Process Magistrates entries/orders by mailing to all the required parties.
13. Prepare certified copies of court records as required.
14. Time stamp, sign and court seal subpoenas as required.
15. Open, organize, and time stamp USPS/UPS Mail daily.
16. Provide assistance/backup coverage to other personnel as needed/requested.
17. Participate in any additional training that is recommended by the Clerk of Court.
18. Prepare and process driving privileges.
19. Prepare and process license forfeitures, forfeiture releases and warrant block releases.
20. Enter fines and court costs.
21. Process time waivers and jury demands.
22. Sign and seal new tax summons being filed.
23. Pull and prepare case filed for the daily court schedule.
24. Prepare all vehicle entries for immobilizations.

25. Be prepared, equipped and available to assist defendants and general public in time when those individuals are under duress, anxious, or posing general questions or concerns.
26. Run and prepare e-ticket citations daily.
27. Have a general understanding of the Ohio Revised Code and city/village ordinances.
28. Receive monies for filing fees, fines, costs, restitution, or other court ordered costs and provide a receipt.
29. Comply with all security procedures as established by the Clerk of Court in regards to bank deposits, receipting, and accounting.
30. Change court software system back-up tape daily and take to the bank safety deposit box.
31. Process web payments daily.
32. Process 30 day extensions for bondable minor misdemeanor citations.
33. Accept bonds from individuals or bail bondsmen.
34. Pull and prepare files for arraignment court.
35. Pull and prepare files for incarcerate hearings.
36. Process faxes.
37. Process letters from jail, continuances, and all other filings.
38. Prepare paperwork for temporary protection orders and pull case file.
39. Deliver outgoing mail to post office at the end of each work day.
40. Prepare paperwork for upcoming hearings on the court schedule.
41. Monitor and run statistical report for The Supreme Court.
42. Process web payments daily.
43. Prepare felony charges and process felony files to be bound over to the Tuscarawas County Common Pleas Court.
44. Check BMV report for errors and send to BMV electronically as needed.
45. Mail forfeited driver's licenses to the BMV.

**Specific Duties include, but are not limited to:**

**Civil/Small Claims deputy clerk:**

46. Prepare the civil schedule weekly and check for service.
47. File small claims/civil actions, processing the complaint and associated filing fee; assemble the case file and label for the case.
48. Print and process summonses.
49. Schedule small claims trials.
50. Pull case files for pending dismissals as necessary.
51. Process bank and wage garnishments.
52. Receipt garnishment checks received in the mail.
53. Receive telephone calls regarding civil/small claims issues and procedures.
54. Process evictions.
55. Process civil driving privileges.
56. Prepare certificate of judgment liens
57. Process service requests (certified & certificate of mailing)
58. Process service requests for Sheriff Dept.
59. Prepare Secretary of State Service
60. Prepare service by publication
61. Receipt and print writ of restitutions for bailiff's service.
62. Print civil reports as needed for public record requests.
63. Total and complete daily deposit slips for monies receipted.
64. Print and mail failure of service forms.
65. Docket returned mail.
66. Schedule default hearings.
67. Prepare writ of mobile home paperwork.
68. Run certified mail reports.

**Specific Duties include, but are not limited to:**

**Bookkeeper:**

1. Perform all bookkeeping and accounting procedures, including monthly and annual reports.
2. Balance monthly activity of receipts and disbursements in all accounts.
3. Attend monthly budget meetings.
4. Maintain receipt books for civil, criminal and traffic divisions.
5. After reconciliation, disburse checks to the different municipalities.
6. Prepare bond refund, restitution, or over payment checks.
7. Prepare various reports as needed concerning monies collected.
8. Handle all aspects of the Court's collection agencies.
9. Work with state auditors.
10. Make various adjustments to costs/fees concerning probation.
11. Apply fines and fees as needed.
12. Verify online payments with bank accounts.
13. Void or correct receipting errors.
14. Process NSF checks and send out letters.
15. Prepare unclaimed funds list annually.
16. Verify direct deposits.
17. Prepare list of jurors and witnesses to disburse to county or city for payment.

**Physical and Sensory Requirements: (with or without a reasonable accommodation):**

1. Must be able to operate office equipment such as computer, copier, and fax machine.
2. Must be able to move intermittently throughout the day.
3. Must be able to carry office items such as files.
4. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that requirements of the position can be fully met.

**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.**

**The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.**