



City of
Marion
Ohio

Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Milly Stockdale
Pastor Tyrone Kaiser Vickie L. Taylor-Radebaugh
Janell O'Neil (secretary) Charles W. Wright

October 6, 2017

Posted: October 9, 2017

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Marion Municipal Court Office**.

Deputy Clerk of Court - It is a part-time position (29-hours per week) with a pay range of \$15.07 - \$20.07 per hour. Job Description is attached.

- Please Note:**
- High School diploma/GED with experience performing various clerical tasks. Vocational/Business school training with an emphasis on governmental regulations and/or court systems preferred.
 - Solid computer knowledge required (Microsoft Office products)
 - Conditions of employment include passing of a Background Check, Physical Examination and Drug & Alcohol Tests. Must not use any tobacco products.

Application Opening Date/Time: Monday, October 9, 2017 at 8:00 am
 Application Closing Date/Time: Friday, October 20, 2017 at 11:00 am
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Secretary - Affirmative Action Commission
City of Marion

Attachment

- | | | | | |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director Bischoff | Auditor | IT | Probation |
| Support Data List (AA) | HRAA - O'Connor | Council | Law Director | Senior Center |
| Mayor Schertzer | HRC - Mayes | Engineering | Municipal Court | Transit |
| Safety Director Robbins | City Hall - 3 Floors | Fire Dept - 3 | Parks | Utility Billing |
| Service Director Caryer | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION, OHIO
MUNICIPAL COURT
Job Description**

Job Title: DEPUTY CLERK OF COURT
Department: MUNICIPAL COURT
Reports To: CLERK OF COURT
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 6-27-08
Approved By: Municipal Court Judge
Approved Date: 06-04-10

SUMMARY: Responsible to the Clerk of Court for accurate, timely performance of a variety of both routine and difficult clerical tasks associated with the operation of the Municipal Court. The work involves complex, varied, non-standardized tasks, processes and operations requiring applications of numerous laws, procedures and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets visitors, answers telephone calls, assists individuals at the counter
- Receives monies, issues receipts, posts receipts in cash book; balances monies received and receipts daily; compiles bank deposits; reconciles checking accounts. Compiles month end and year end reports
- Maintains filing system for pending and finished cases; schedules hearings and issues notices to all parties for pre-trials, trials and hearings, etc. Sends notices to prospective jurors.
- Files documents from attorneys and individuals; calculates costs; issues accurate and timely summons, subpoenas, garnishments, attachments, executions, certificates of judgments, etc., as directed by instructions.
- Provides information and assists individuals regarding filing procedures in Small Claims Court, schedules hearings and initiates Report of Referee on Small Claim cases.
- Types all correspondence, Judgment Entries, Rulings, etc., of the Judge.
- Issues summons, warrants on complaints, bench warrants, commitments, etc.;
- Appoints attorneys for indigent defendants, processes fee applications and forwards to County Auditor; prepares Recognizance Bonds
- Maintains Court Dockets and Index Information; files traffic and criminal cases; enters data from traffic/criminal complaints into computer for case numbers; enters dispositions on traffic and criminal cases into computer; schedules payments on fines and costs; cancels operator's license for non-payment of fines.
- Avoids errors in work causing inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information and possible litigation against the City as well as audit findings by the State Auditor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required with training or experience performing all types of clerical tasks. Vocational and business school training with emphasis on governmental regulations and/or court systems preferred. Any combination of experience and training that provides the required knowledge, skill and ability may be considered.

Language Skills: Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and government regulations; read, comprehend and record figures accurately; communicate effectively, both written and orally.

Mathematical Skills: Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; count money and make change.

Reasoning Ability: Ability to deal with problems involving several variables in familiar context; ability to understand and follow complex oral and written instructions.

Computer Skills: Should have knowledge of and skill in the use of the Municipal Court computer system (learn on-the-job); the Internet; Spreadsheet and Word software.

Certificates, Licenses, Registrations: n/a

Other Knowledge, Skills and Abilities: Should have knowledge of legal terminology, Court policies and procedures and the Ohio Revised Code; thorough knowledge of office practices, procedures and equipment; skill in the use of all types of office equipment, including, but not limited to: typewriter, personal computer, calculator, printer, copier, FAX, credit card terminal, etc.; some knowledge of: accounting, bookkeeping and record keeping. Handle sensitive inquiries from officials, attorneys, litigants, defendants and others and maintain confidentiality as required. Ability to deal with the public, including people in stressful situations on the telephone and/or in person. Ability to work with little supervision and solve problems independently. Ability to work with speed and accuracy in a fast paced environment with numerous interruptions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment 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.

The employee is occasionally exposed to moving mechanical parts. The noise level is usually quiet to moderate.