



City of Loveland Position Description

MAYOR'S COURT CLERK

Pay Range:	3	Department:	Police
Daily Reports To:	Assistant City Manager	Employment Status:	Full-time
FLSA Status:	Exempt	Civil Service Status:	Unclassified

GENERAL PURPOSE

The Court Clerk is responsible for the preparation, maintenance and retention of the official court records of the Loveland Mayor's Court. Under the direction of the Assistant City Manager, the Clerk performs a variety of clerical duties including reporting, payment management, records requests, and related duties as assigned.

MINIMUM QUALIFICATIONS

Job Specific Qualifications

- Must receive acceptable criminal background check allowing for clearance for restricted databases
- Must be able to read and write the English language
- Must be of good moral character, ethical, temperate, and have industrious habits

Education and Experience

- High school diploma or GED
- 3 years of experience in an administrative role
- Experienced user of Microsoft Office applications (Word, Excel, PowerPoint)
- Court Clerk, Paralegal, or other legal training or experience preferred

Necessary Knowledge, Skills Abilities

- Basic knowledge of city and state codes (the Ohio Revised Code and City of Loveland Code of Ordinances)
- Basic knowledge of legal terms and procedures
- Ability to learn applicable state and local ordinances and department rules and regulations
- Ability to deal courteously and diplomatically with the general public as well as court officials, attorneys and state and local public agencies

Licensure or Certification Requirements

- Participation in the Association of Mayor's Court Clerks of Ohio and Southwest Ohio Mayor's Court Clerks Association (AMCCO and SWOMCC) and the ongoing process of clerk certification, continuing education and staying current on legal updates
- RCIC/LEADS & BCI/III Certification. Training must be completed upon hire.

Minimum Desired Characteristics

- Work with the public in a courteous and respectful manner
- Ability to maintain confidentiality while handling sensitive or restricted information
- Ability to speak effectively one-to-one
- Ability to adapt and change to handle dynamic and sometimes stressful situations
- Ability to prioritize and complete tasks with minimal oversight
- Ability to work with frequent interruptions
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SELECTION GUIDELINES

Application/Interview/Conditional Offer including background investigation, polygraph, and drug test/Final Offer

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- Enter all paper tickets into Court Records Management system
- Manage all records for bimonthly court dockets; compile docket, provide all supporting documentation for cases, bring case to resolution
- Collect fine and court cost payments, apply all monies collected into the court software program, record all cash receipts and make bank deposits

- Manage all bail bonds including collecting, application of the bond, refunds, and forfeiture
- Answer all inquiries related to citations and court hearings
- Work with the City prosecutor on court procedures and case preparation
- Manage all paperwork associated with court cases including tickets and legal documents
- Make monthly payments to the City, State of Ohio and other entities as required by state law
- Report payments and delinquencies to appropriate collection agency
- Respond to all public records requests in accordance with Ohio law and guidelines
- Submit and release court ordered operator's license suspension or restrictions, vehicle registration blocks and warrant blocks with the Ohio Bureau of Motor Vehicles
- Send electronic transmission to the Ohio BMV of driver's points assessment based on charge and conviction, and other required data
- Issue bench warrants as required
- Report case dispositions to the Ohio Bureau of Criminal Investigation (BCI) as required by law
- Manage records retention and destruction in coordination with the City of Loveland Records Commission, the Ohio Historical Society and the Ohio Auditor of State
- Manage the expungement or sealing of records and all required redactions
- Gather and provide summary data for quarterly Ohio Supreme Court report; verify integrity of data
- Create standard operation procedures for the Loveland Mayor's Court

PERIPHERAL DUTIES

- Performs other duties as required

EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Computer desktop, laptop, tablet, and smartphone. Software programs including word processing. Copier, fax machine, calculator, and telephone console.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (For purposes of O.R.C. 4167)

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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, manipulate objects; reach with hands and arms; stoop, kneel, talk and hear.

The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

May be required to respond to emergency situations outside of a normal work schedule for extended periods of time.

Physical Requirements Not Obvious from Essential Functions:

May be exposed to situations that present high stress.

Rearrange furniture in courtroom

Physically transport all court documents

SIGNATURE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Loveland is an Equal Opportunity Employer

Last Updated: 07/2024