

CITY OF WEST CARROLLTON, OHIO

An Equal Opportunity Employer

POSITION TITLE: CLERK OF COURTS

DEPARTMENT: FINANCE / INCOME TAX

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is skilled administrative work in the City of West Carrollton's Department of Finance / Income Tax – Mayor's Court Division. An employee in this class is responsible for a variety of administrative tasks related to the operation of the City of West Carrollton's Mayor's Court and the Income Tax Department. Duties are performed under the limited direction of the Finance Director and the Mayor.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of standard office equipment including personal computer, calculator, copier, fax machine, telephone, and general office equipment. The primary work site is the West Carrollton City Building.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Maintains all records of Mayor's Court cases and proceedings.
- Transmits all relevant data and information concerning driving records and driver's licensing to the Ohio Bureau of Motor Vehicles (BMV).
- Maintains and reconciles financial records pertaining to the Mayor's Court including daily deposits of received revenue, disbursement of collected funds to state and local agencies, and monthly reconciliation of court bank account. Prepare daily court deposit for submission to the bank.
- Enter all Mayor's Court cases into the computerized tracking system; print and provide applicable documents for court hearings.
- Prepare all cases for violation of non-police regulations processed through Mayor's Court including by not limited to tax cases; print summons; arrange to have summons served by law enforcement officials or certified mail.
- Responsible for maintaining the Mayor's Court schedule; distributes schedule to applicable city personnel including the Mayor, Prosecutor, and Bailiff.
- Assists the Prosecutor with processing defendants who plead guilty; collects any payments due from defendants or makes payment arrangements, as necessary.
- Processes delinquent court cases for collection with State of Ohio Attorney General's Office.
- Transfers cases to Miamisburg Court for defendants who plead not guilty.
- Keeps accurate records of all court proceedings. Maintains records in compliance with State and local record retention laws.
- Answers the telephone and responds to requests from citizens, attorneys, other courts, and assorted law enforcement agencies.
- Prepares and submits all Mayor's Court quarterly reports and annual registration documentation to the State of Ohio Supreme Court.

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ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Provide backup and support to the city income tax department. Responsibilities may include, but are not limited to:
 - Assist individuals in preparing and calculating their annual income tax returns.
 - Collect and record received tax payments and record to the proper accounts.
 - Accept payments and respond to inquiries concerning Income Tax payments.
 - Other general tax responsibilities include answering the telephone, waiting on taxpayers at the counter, and responding to mail and emails.
- Respond to general inquiries from the general public both in person at the counter and by telephone, direct people to the appropriate person, office, or agency for further assistance.
- Perform other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
- Ability to understand and execute oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, prepare spreadsheets, and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to handle confidential information.
- Ability to work under the limited direction of the Finance Director and the Mayor.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent, supplemented by some skilled experience in executive administrative work; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
 - Satisfactory completion of all Mayor's Courts Registration and Reporting training programs in accordance with the Ohio Revised Code.
 - Ability to work other than normal working hours.
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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 signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Employee Signature)

(Date)

(Approval of Appointing Authority)

(Date)