



**City of Avon Lake, Ohio
Classification Specification
Court Deputy Clerk**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Court		Non-Exempt	Unclassified	

CLASSIFICATION SUMMARY
A deputy Clerk of Court is responsible for completing tasks as required by the Ohio revised Code as assigned by the Clerk of Court. This person is a direct employee of the Clerk of Court. He or she will be supervised by the Clerk, the Chief Deputy or the Assistant Chief Deputy.

ESSENTIAL DUTIES ¹	% OF TIME
Files court documents (time stamp). Receives and receipts fines, fees and bond payments. Balances and reconciles daily cash receipts. Balances cash drawer and reconciles accounts.	30
Responds to inquiries from legal and law enforcement community and general public. Researches automated and hard-copy files for case status information. Enters/Edits case information in the case management system.	30
Generates court documents, forms and letters when necessary. Schedules change of pleas and sentencing dates for judge and magistrates. Scans documents into case. Retrieves cases for court schedules.	20
Keeps case files and case documents in order. Accepts money for bonds (bail) and creates checks for bond refunds. Prepares background checks for other law enforcement agencies. Cooperates with other court personnel.	10
Prepares commitment papers for defendants who are sentenced to jail.	10
Performs other duties of a similar nature or level.	As required

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, or equivalent (GED), and one year of specialized or technical training or an equivalent combination of education and experience to successfully perform the duties of the job.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID.

PREFERRED QUALIFICATION:

Either a Bachelor of Arts degree or a Bachelor of Science degree in criminal justice or business, or a commensurate level of directly related experience.

KNOWLEDGE OF:

- Computers and related software applications
- Overall knowledge of office operations.
- Overall knowledge of customer service standards.
- Ability to follow instructions and work procedures.
- Able to work with little supervision.

SKILL IN:

- Knowledge of word processing.
- Knowledge of basic legal terms.
- Experience in bookkeeping is desirable.
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, the public, sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS

This position typically requires standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

WORKING CONDITIONS:

Work is performed in indoor office environments.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$19.09 to \$24.68 hourly, or \$39,710 to \$51,335 annually
- Applicable benefits provided to full-time non-bargaining employees, as declared by Codified Ordinances