



# Perrysburg Municipal Court

## Position

## Description

**Position Title: Deputy Clerk – Criminal/Traffic Division (Full-time)**

**FLSA Status: Non-Exempt**

**Civil Service Status: UNCLASSIFIED**

**Starting Rate of Pay: \$16.00/hr.**

### **JOB CHARACTERISTICS**

The deputy clerk must be able to provide exceptional customer service to persons conducting business in the Courthouse. He/she will be required to provide information and services to visitors at the Clerk's Office; complete and file paperwork, collect fees and other payments; and maintain accurate records as necessary and determined by the Clerk of Court.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this position successfully, an individual must be able to satisfactorily perform each essential duty listed below, with or without reasonable accommodation:*

- **Attendance & Punctuality:** Reports regularly and punctually for work during normal business hours.
- **Communications:** Provides exceptional customer service including assisting individuals checking in for court or contacting the clerk's office via telephone, collecting and processing fees and other payments, processing defendants after court appearances, and processing paperwork. The candidate must be able to explain information in a way that is easily understood.
- **Confidentiality:** He/she will be required to maintain strict loyalty to the Judge and Court. They must be able to exercise discretion and sound judgment regarding the confidentiality of all non-public information encountered on the job. Reviews and maintains the confidentiality of non-public data, including, but not limited to, non-public records and information contained in party files, personnel files, mediation files, LEADS/ NCIC and conciliation files, and pending Court decisions / orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed.
- **Compliance:** Comply with federal, state and local laws and regulations. Comply with Court policies and procedures. Responsible for seeking feedback from the Court or supervisors when unclear about the proper steps to take in following instruction and direction.
- **Cooperation:** Work cooperatively with the Judge, Court staff, attorneys, litigants, witnesses, and other visitors to the Court. The candidate must have a pleasant

disposition, the ability to get along with others, be able to work independently. They must be organized, have an acute attention to detail and be thorough.

- **Clerk's Office Duties:**

***Provides support for the overall smooth operation of the Clerk's Office, including, but not limited to:***

- Inputs appropriate information for traffic, parking, criminal citations, complaints, etc. into the computer in an accurate and timely manner and verifies the accuracy of the information provided. Issues summons or warrant, as required, and arranges for service. Prepares the case file for court.
- Collects and processes fees, fines, and other payments. Calculates fine balances. Inputs scheduled hearing dates into the computer.
- Prepares bench warrants including inputting all warrant information into the computer, updating Supreme Court and cost information, and delivering copies. Handles arrests including receiving returned or served warrants from the serving agency, noting hearing date in the computer, journalizing and filing the information in a case file.
- Processes sealings including accepting filings, collecting and processing sealings fees, collecting information from probation, setting hearings, and preparing the appropriate paperwork after the hearing.
- Processes license forfeitures, insurance information and driving points and provides such information to the Bureau of Motor Vehicles. Calls Bureau of Motor Vehicles to verify an individual's driving status.
- Prepares commitment papers, appeals, felony transcripts, immobilization of vehicles, orders to dispose of or return a vehicle, recognizance bonds, bond continuances, releases from jail, judgment entries, certified copies of documents, etc.

### **MINIMUM REQUIREMENTS/PHYSICAL DEMANDS**

A Deputy Clerk must have a High School Diploma, G.E.D., or equivalent certificate. A Deputy Clerk must have the ability to read; write; perform basic mathematics; collect and record money transactions; type; and enter, access, and manipulate data in a computer (or demonstrate an ability to quickly develop any areas that are lacking). The successful candidate must demonstrate proficiency in basic computer operation, possess a valid driver's license (with a good driving record), and be able to use standard office equipment.

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks that are required by the job, with or without reasonable accommodation.

While performing duties of this job, the Deputy Clerk frequently sits and stands for extended periods of time. Must be able to transport and lift files weighing up to 30 pounds.

Please send resume to:

Perrysburg Municipal Court  
Attn: Carrie Mancuso, Clerk of Court  
300 Walnut Street  
Perrysburg OH 43551  
[cmancuso@ci.perrysburg.oh.us](mailto:cmancuso@ci.perrysburg.oh.us)

Resumes must be received no later than the close of business on December 16, 2022.