

**Deputy Court Clerk
Napoleon Municipal Court**

The Napoleon Municipal Court is accepting applications for the position of Deputy Court Clerk. This position assists and carries out clerical tasks in the court of law. Qualified applicants must be proficient in using Microsoft Office, organized, and have excellent communication skills. Applicant must possess a High School Diploma or equivalent and possess and maintain a valid State of Ohio Driver's license. This a full-time position with a starting pay rate of \$16.73 per hour. Successful applicant may be required to submit to a drug screen and background check. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio, 43545 or at **www.napoleonohio.com**. A completed application must be returned by 4:00 p.m. on November 29, 2021, to be considered.

The City of Napoleon is an **Equal Opportunity Employer**.

DEPUTY COURT CLERK

Department: Municipal Court
Reports to: Judge
FLSA Status: Hourly (Non-Exempt)
Civil Service: Un-Classified (Non-Competitive)
Union: Non-Bargaining
Approved by: Judge Amy C. Rosebrook
Last Updated: March 11, 2014

SUMMARY

Assists and carries out clerical tasks in court of law by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Maintains discretion handling confidential matters and correspondence.
- Prepares docket or calendar of cases to be called.
- Complete routine forms, explains procedures or forms to parties in case.
- Prepares routine correspondence, accurate documentation.
- Secures information for judges, contact witnesses, attorneys and litigants to obtain information for court and instructs parties when to appear in court.
- Records case dispositions, court orders and arrangement for payment of court fees and collection of fines and costs.
- Data entry of statistical reports.
- Prepares, and when applicable, issues subpoenas, summons, arrest warrants, commitments, O.R. bonds and contempts when directed.
- Schedules Community Service workers.
- Operates computer, copier, fax, adding and postage machines and other office equipment as required.
- Performs any other duties as assigned by the Court Clerk or as traditionally performed by Deputy Clerks and as authorized by law.

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.

- Must have computer skills.
- Skilled in word processing applications.
- Must be able to type at a reasonable speed.
- Skilled in the use of a calculator.

EDUCATION and/or EXPERIENCE

- Must have a minimum of a high school diploma or equivalent.
- To be knowledgeable, within 180 days of employment in:
 - Department policies and procedures
 - Courtroom, civil, criminal and court filing procedures and
 - The Ohio Revised Code as it pertains to the court.

LANGUAGE SKILLS

Must be fluent in both written and spoken English.

MATHEMATICAL SKILLS

Basic arithmetic and accounting skills.

CHARACTER & FITNESS

Must demonstrate character traits that would not be detrimental to the successful performance of the position. Not to have any felony convictions or dismissal from public service.

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.

- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

This job must be performed on-site unless otherwise directed.