

City of Bellefontaine Neighbors

Job Title: Court Clerk
Department: Municipal Court
Salary: Based on experience
Status: Full Time
Supervisor: Judge

GENERAL PURPOSE:

Carry out the day-to-day ministerial duties of the court.

DUTIES:

- File cases
- Calendar cases
- Maintain all case records
- Account for all money due to court as well as all money paid to the court
- Must be available at least 30 hours per week-during regular business hours
- Insert new tickets into the court system
- Collect and record fines.
- Collect and record and enter bonds into court system
- Count bond money
- Pull folders for court night
- Enters court files in the system after court nights
- Must have knowledge of PAMS (Prosecuting Attorney's Management System)
- Must have knowledge of REJIS
- Must have knowledge of SHOW ME COURTS / CASENET
- Issue warrants and holds on licenses
- Answer phones pertaining to Court & Filings
- Cancel warrants
- Must work evenings two times per month for court
- Prepare daily case receipts and daily cash reports
- Process new ordinance and failure to appear violations
- Prepare current and future dockets and records including cases for trial
- Process court dispositions made by the Judge & Prosecuting Attorney
- Process show-cause orders
- Process bond forfeitures and subpoenas
- Prepare driving convictions and license suspensions for DOR
- Customer Service
- Other duties as assigned by the Judge, and/or Supervisor

EDUCATION AND EXPERIENCE:

- High School Diploma or higher
- Two years of court related experience
- Knowledge in record keeping
- Working knowledge of the principles and practices of public service
- Type minimum 50 wpm
- Proficient in typewriter, Microsoft XP, Excel Spreadsheet, Word, calculator, effective communication skills ● Rejis certified is a plus

THE CITY OF BELLEFONTAINE NEIGHBORS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.