

# City of Bellefontaine Neighbors

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

## **GENERAL PURPOSE:**

Court day to day operations.

## **DUTIES:**

- Insert new tickets into the court system
- Collect and record fines and Collect, record and enter bonds into court system
- Count bond money
- Pull folders for court night
- Assist Court Administrator with entering court files into the system after court nights
- Issue warrants and holds on licenses
- Answer phones pertaining to Court & Filing
- Must work evenings two nights a month for court
- Cancel warrants
- Prepare daily cash 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 Court Clerk, Supervisor, and/or Mayor

## **EDUCATION AND EXPERIENCE:**

- **High School Diploma or higher**
- **TWO (2) YEARS OF COURT RELATED WORK EXPERIENCE – A MUST!**
- **Knowledge in record keeping**
- **Working knowledge of the principles and practices of public service**
- **Type minimum 50 wpm**
- **Proficient in typewriter, Micosoft XP, Excel Spreadsheet, Word, calculator, effective communication skills**
- **Rejis certified is a plus**

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