

**AN ORDINANCE ESTABLISHING THE POSITION OF DEPUTY CLERK OF COURTS  
FOR THE VILLAGE OF MINERVA PARK, AND DECLARING AN EMERGENCY**

WHEREAS, the Village of Minerva Park from time to time may wish to employ a Deputy Clerk of Courts; and

WHEREAS, a Deputy Clerk of Courts may be needed to supplement the duties of the Clerk of Courts;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The position of Deputy Clerk of Courts is hereby established as an at-will position in the Village of Minerva Park to support the Clerk of Courts and the functioning of Mayor's Court.
- Section 2. A copy of the Deputy Clerk of Courts job description is marked Exhibit A and is made a part hereof as if fully rewritten herein. This description includes duties, responsibilities, and qualifications of employment for the Deputy Clerk of Courts position.
- Section 3. The Village Mayor, Clerk-Treasurer, and Law Director are authorized to take further actions consistent with this ordinance that are needed to carry out the intentions of this ordinance for the ongoing functioning of Mayor's Court.
- Section 4. All prior ordinance(s) or resolution(s) or any part thereof, which is(are) inconsistent with this ordinance is(are) hereby repealed as to the inconsistent part(s) thereof and the remainder of said ordinance(s) or resolution(s) not inconsistent with this ordinance shall remain in full force and effect.
- Section 5. This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public health, safety, and welfare of the residents of the Village of Minerva Park, such emergency arising from the necessity of having adequate administrative coverage of Mayor's Court. Wherefore, this ordinance shall take effect and shall be in force upon its passage.

First Reading: Waived December 13, 2010  
 Second Reading: Waived December 13, 2010  
 Third Reading: Waived December 13, 2010  
 Passed: December 13, 2010

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Lynn Eisentrout, Mayor, Village of Minerva Park

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Attest Suzanne Coulter, Clerk-Treasurer,  
Village of Minerva Park

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Reviewed by Counsel

## Exhibit A to Ordinance 6-2010

Job Title: Deputy Clerk of Courts  
Position Type: Full-time or Part-time, at will  
Appointment Dates: Variable  
Supervisor: Reports to the Clerk of Courts of the Village of Minerva Park, with addition guidance provided through Mayor's Court orders, ordinances, department policies & procedures, and Law Director

### **Job Overview and Purpose**

The Deputy Clerk of Courts employed by the Village of Minerva Park is responsible for the administrative functions of Mayor's Court.

### **Duties and Responsibilities, including but not limited to:**

- Administrative - Receive & log citations; prepare paperwork and copies of cases for Mayor's Court and cases transferred to Franklin County; enter citations on the docket and maintain docket records; prepare case files for arraignment, trial, review hearings, and court-ordered warrants; review docket for accuracy before distribution to Bailiff, Magistrate, and Law Director on a timely basis; prepares warrants for magistrate's signature; records and enters dispositions; suspends licenses, reports convictions as required by law; keeps all records in proper files and order; orders transcripts, reports, and record checks; prepares waivers and judgment entries; sends summons and rescheduling notices;
- Court - Attends court sessions and serves as Clerk, responsible for all court-related clerical work.
- Financial - Collects & receives payments; explains payment options; processes receipts and refunds of bonds, fees, and fine/costs; collects, logs, balances, and disburses monies collected for fines, bonds, costs, fee; records deposits; processes payment plans, commitments, and releases to & from jail; reconciles monies; reviews disbursements of monies as required by the Violations Bureau Fine Schedule or as ordered by the Magistrate; prepares and records deposits
- Reporting - Prepares reports (i.e., month-end reports to be submitted to the Clerk-Treasurer, Mayor, and Council and reports to be submitted to the Supreme Court of Ohio) and attendant disbursements.
- Public and Agency Relations - Communicates effectively with violators and significant others; responds to inquiries concerning court operations, scheduling, filings, payments; maintains a working relationship with Village departments, collecting agencies, law offices, municipal courts, insurance agents, jail personnel, BMV and municipal court personnel, and the general public
- General - Attends meetings, seminars, conferences, and professional organizations when requested.

### **Minimum Qualification**

- Ability to be bonded
- Age 18 or older and graduation from high school or GED equivalent with course work in business and office practice and one year of experience in a clerical position, preferably in a legal office or justice system, or any equivalent combination of training and experience.

### **Knowledge, Skills, and Abilities Required**

- Some knowledge of court processes, procedures, policies, legal documents and terminology, laws, and other legal factors pertaining to the court
- Some knowledge of the organization, operations, functions, and scope of authority of the court.
- Some knowledge of modern office practices and procedures.
- Some knowledge of common office equipment, including but not limited to computers and related software, fax machines, calculator, telephone, copier, and bank card machine.
- Ability to type, calculate, and enter data into a computer.
- Ability to understand, follow, and communicate oral and written instructions.
- Ability to handle sensitive information and to deal tactfully, courteously, and authoritatively with the public and various agencies.

### **Working Conditions and Physical Effort Required**

- moderate physical activity
- work hours may vary and may include evening and weekend hours in addition to normal business hours