

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Clerk of Courts

Page 1 of 2

JOB RESPONSIBILITIES: Under direction, collects fines, maintains Mayor's Court records, schedules court docket, and performs a variety of other clerical and accounting functions in order to ensure the efficient operation of the Mayor's Court.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED), supplemented by **coursework or experience** in ~~typing~~, computer operations and office practices and procedures; **proficiency in Microsoft Office, particularly Word**; plus prior experience working with the general public, or **an equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.**

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
40-60	1. Performs a variety of clerical tasks in order to ensure the efficient operation of the Mayor's Court (e.g., schedules weekly court docket; assists Magistrate during court; receives and responds to inquiries from defendants, attorneys, police officers, and others; records court activity; maintains records of tickets issued, disposition of tickets, pending ticket payments, closed cases, etc.; prepares follow-up correspondence; etc.).	1. Knowledge of (1) Mayor's Court policies and procedures, (2) state and local traffic laws and/or regulations,* (3) office practices and procedures, (4) English grammar and spelling, (5) records management, (6) Microsoft Office ; ability to (7) carry out instructions in written, oral, or picture form, (8) deal with problems involving several variables within familiar context, (9) define problems, collect data, establish facts, and draw valid conclusions, (10) exercise independent judgment and discretion, (11) prepare accurate documentation, (12) maintain records according to established procedures,

TITLE: Clerk of Courts

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date_____
{5/16/2013 -draft- 00117640.DOCX}

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Clerk of Courts

Page 2 of 2

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
40-60	2. Performs a variety of general accounting tasks in order to ensure the efficient operation of the Mayor's Court (e.g., receives, records, and deposits payments; balances accounting records; reconciles cash receipts <i>and accounts</i> ; transfers monies; prepares periodic reports; etc.).	1. (continued) (13) develop and maintain effective working relationships; skill in (14) typing, (15) computer operation. 2. Knowledge of (1), (3), (5), (16) basic accounting; ability to (6), (7), (8), (9), (10), (11), (12), (13), (16) calculate fractions, decimals, and percentages; skill in (14), (15).

TITLE: Clerk of Courts

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{5/16/2013 -draft- 00117640.DOCX}