Pay: $50,000.00 - $58,000.00 per year

Job Title: Municipal Court Clerk

Reports to: Municipal Court Judge

Employment Status: Full-time Salary

Perm/Temp/Seasonal: Permanent
Supervisory Responsibilities: Chief Deputy Court Clerk and Deputy Court Clerks

Job Summary: The Municipal Court Clerk of Courts oversees the daily operations of the Clerk's Office, including court records, financial transactions, and staff supervision, while providing administrative support to the Judge and ensuring compliance with the Ohio Revised Code (ORC), applicable laws, and court rules.

Duties/Responsibilities:

Oversee the daily operations of the Municipal Court Clerk's Office, providing administrative support to the Judge and ensuring efficient office procedures.

Maintain and oversee official court records, case files, dockets, journals, and electronic case management systems in accordance with applicable laws and court rules.

Ensure the accurate preparation, processing, filing, and distribution of court documents, including complaints, summonses, subpoenas, warrants, judgments, and other legal records.

Supervise, train, and direct Deputy Clerks and other assigned staff, including assigning work, reviewing performance, and ensuring compliance with established procedures.

Oversee the collection, recording, accounting, and distribution of court fees, fines, costs, bonds, bail, and other funds received by the court.

Prepare and review financial records, reports, deposits, reconciliations, invoices, and other accounting documents to ensure accuracy and compliance with applicable requirements.

Prepare and maintain court reports, correspondence, schedules, payroll records, personnel records, and other administrative documents as required.

Respond to inquiries from the public, attorneys, law enforcement, court personnel, and other government agencies, providing professional customer service and general information regarding court procedures.

Monitor changes in applicable laws, regulations, and court rules and implement necessary updates to office procedures in coordination with the Judge.

Maintain confidentiality and safeguard sensitive court and financial information while ensuring records are retained, maintained, and made available in accordance with applicable laws and requirements.

Coordinate office purchasing, supplies, equipment, and budget-related activities to support the effective operation of the Clerk's Office.

Perform other duties as assigned by the Judge that are consistent with the responsibilities of the position.

Confidential Data: Handles confidential court records, legal documents, financial information, and sensitive personal information in accordance with the Ohio Revised Code, applicable court rules, and confidentiality requirements.

Minimum Qualifications: High school diploma or equivalent required. Previous administrative, clerical, financial, supervisory, court, or government experience preferred. Must have strong computer, organizational, communication, and basic accounting skills, with the ability to manage multiple priorities, supervise staff, maintain accurate records, interpret and follow established procedures, and handle confidential information with professionalism, integrity, and sound judgment.

Work Schedule: Monday through Friday 8:30a-4:30p

Benefits: Employees receive paid vacation, personal days, sick leave, compensatory time, and 11 paid holidays. Benefits also include comprehensive health, dental, and vision insurance for you and your family, $50,000 in life and AD&D insurance, telemedicine services, an Employee Assistance Program (EAP), AFLAC supplemental insurance, and access to the Ohio Deferred Compensation retirement savings plan.

Department: Court

Bargaining Unit: N/A

FLSA Status: Non-Exempt