**JOB DESCRIPTION**

**Village of Harveysburg**

**Mayor’s Court Clerk**

**GENERAL DESCRIPTION OF WORK**

This position is responsible for performing clerical and administrative support work for the Mayor’s Court. The employee serves as primary contact between the court, the public attorneys, and other governmental agencies; is responsible for the management of all records and reporting requirements of the court including financial, and handles all scheduling of court appearances. The employee must represent the office in a professional capacity and assume confidentiality in all matters.

**ESSENTIAL JOB FUNCTIONS:**

* Duties may include but are not limited to:
* Receives citations from the Police Department, verifies accuracy, opens case files (computer and paper), and schedules the calendar of court cases.
* During court session, receives payments, prepares receipts, schedule trials, prepares notices, and prepares judgment entries.
* Receives payments from defendants either over the telephone, website or in person.
* Schedules pretrial hearings for those who plead not guilty, issues pretrial notices, and provides the Village Solicitor with photocopies of information for pretrials.
* Schedules trial and motion hearings and notifies appropriate parties of trial dates; records trial proceedings as required.
* Prepare warrants of arrest, summons, license forfeitures and subpoenas and coordinates with the Police Department as needed.
* Prepare and maintain all necessary reports associated with court including reviewing court records for accuracy.
* Prepares financial monthly reports for the Mayor, Council, and Police Chief.
* Assists the public with problems or questions pertaining to the court.
* Prepares zoning packets and assists the Police Chief in his duties as Zoning Officer.
* Handles all incoming and outgoing correspondence.
* Having the ability to be cross trained in all aspects of the office environment including but not limited to learning the functions of the Fiscal Officer
* Orders all supplies necessary for the operation of the court.

**COMMON SKILLS DESIRED:**

* Understands the policies and procedures of record keeping.
* Ability to operate software for Mayor’s Court
* Ability to communicate effectively with others and in writing.
* Ability to work with minimal supervision, carrying out assigned projects to their completion.
* Ability to establish and maintain effective working relationships with other employees and the public.
* Performs duties efficiently and accurately.
* Ability to maintain confidentiality with interactions and court documents
* Knowledge of proper spelling, grammar, and punctuation usage to accurately record outcomes of courtroom proceedings, findings, orders, and decisions.
* Ability to learn new computer programs and software.
* Ability to remain focused on details

**TOOLS AND EQUIPMENT USED:**

Personal computer and associated software applications; audio/visual recording equipment, clerical office equipment, motor vehicle; and all other equipment as required to perform the duties and responsibilities of this position.