



Village of Buckeye Lake, Ohio

JOB TITLE:	Mayor's Court Clerk	JOB CATEGORY:	Administration
Department/Group:	Administration	Job code/Req#:	N/A
Location:	Buckeye Lake, Ohio	Travel required:	N/A
Level/Salary range:	\$19.00-21.20 / hour	Position type:	Full-time non-exempt
Directly Reports To:	Village Mayor	Date posted:	April 2025
Will train applicant:	Yes with proper qualifications	Posting expires:	April 30, 2025 or Once filled

APPLICATIONS ACCEPTED BY:

Fax or Email:	clerk@buckeyelakevillage.com	Subject line:	Mayor's Court Clerk Application
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JOB DESCRIPTION

SUMMARY:

This position performs responsible administrative and managerial duties in connection with the operation of the Mayor's Court. They are responsible for various financial reports, handling and depositing of all court monies, administering disposition for all court records and reconciling all daily payments/bonds and court dockets. The Mayor's Court Clerk may be exposed to information of a confidential or sensitive nature and is required to maintain the confidentiality of such information and to disclose such information only to authorized persons.

Work requires familiarity with office equipment and file management, as well as excellent keyboarding, organization, and customer service skills. The position deals with the general public on a daily basis and requires courtesy, tact, and diplomacy. This is a part-time position (approximately 10-15 hours per week); Schedule is flexible; however, 2 workday evenings are required for court. Court is held on the 1st and 3rd Tuesdays of each month.

PRINCIPLE DUTIES:

- Responsible for ensuring that citations and data are accurately entered into the computer system
- Processing case transfers, warrants, subpoenas, and other court related documents.
- Responding to inquiries from defendants, victims, and other interested parties.
- Processing payments and monthly reconciliation.
- Ensures the Municipal Court dockets are prepared and maintained.
- Attends scheduled court dates to assist in the collection of fines, updating of defendant's records to indicate court actions, recording dispositions, etc.
- Issue warrants, summonses, letters, any notices as directed by the magistrate and prosecutor.
- Filing required; reports with BMV, Ohio Supreme Court, collections agency
- Work independently without direct supervision.
- Maintain accurate files
- Attend conferences, seminars, workshops and other training as necessary for professional development.
- Regular predictable attendance.
- Good Communication skills with staff, mayor, prosecutor, magistrate, and defendants.
- Performs work and other duties as required and assigned.

QUALIFICATIONS / SKILLS:

- High school Diploma or equivalent.
- Current Ohio Driver's License.
- Must be twenty-one (21) years of age.
- Notary Public is preferred, but not necessary.
- Must be able to pass a background check.
- Must be able to pass a drug screening test.
- Possess strong computer and data entry skills.
- Detail orientated.
- Excellent customer service skills