

Job Title:	Mayor's Court and Administrative Associate	Job Category:	Government
Department/Group:	Mayor's Court, Police & Administration	Status	Exempt The federal Fair Labor Standards Act (FLSA)
Location:	200 Station Street East, Ashville, OH	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Contracted
HR Contact:	Fiscal Officer & Village Administrator	Date posted:	Click here to enter a date.
Will Train Applicant(s):		Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Internal posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Applications Accepted By: Currently Not Vacant			
FAX OR E-MAIL: (740) 983-4703 or agrube@ashvilleohio.gov Attention: Franklin Christman, Village Administrator April Grube, Clerk/Fiscal Officer		MAIL: Fiscal Officer, Village of Ashville P.O. Box 195 200 East Station Street, Ashville Ohio 43103	
Job Description			
POSITION SUMMARY: Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to Mayor's Court, Law Enforcement, and Administration. Employee may be requested and can perform work duties in response to other emergency conditions.			
SUPERVISION RECEIVED: Works under the broad policy guidance of the Fiscal Officer, Police Chief, and Village Administrator.			
ESSENTIAL JOB FUNCTIONS The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.			
Performs a variety of clerical support work for the Mayor Court.			
<ul style="list-style-type: none"> ___ 1. Assists in processing Mayor's Court proceedings and docketing. ___ 2. Assists in preparing correspondence and maintains records; ___ 3. Assists in processing deferrals, sentences, probations, pre-sentence matters, failures; ___ 4. Assists in the coordination of court matters with defendants, defense counsel, Village Magistrate, police department, and other levels of the justice administration system; ___ 5. Assists in providing receipts, deposits and accounts for monies for fines, forfeitures and other court receipts; ___ 6. Assists in preparing reports for state and local agencies; ___ 7. Assists in preparing court dockets and files; ___ 8. Assists in receiving, logs and indexes incoming filings, citations and complaints. ___ 9. Assists in responding to counter, telephone and written inquiries. ___ 10. Assists in receipting bails, fines and penalties. ___ 11. Assists in paperwork as needed by defendants to facilitate their response to a citation or complaint. 			

- ___12. Assists in performing filing of all papers, dockets, index cards, case files, and case related correspondence.
- ___13. Assists in processing Failure to Pay, Failure to Comply and Failure to Appear notices.
- ___14. Assists in constructing new case files, filing and retrieving documents as necessary.
- ___15. Assists in preparing and maintaining appropriate calendars; sets up court hearings.
- ___16. Assists in preparing files for court use; processes timely notices to defendants of arraignments, trials and hearings.
- ___17. Assists in requests for driving and other records.
- ___18. Assists in responds to requests from Magistrate, Police Department and others for assistance and information; processes discovery activity required from the office.
- ___19. Assists in performing a variety of courtroom related tasks such as swearing in juries and witnesses, opening court sessions, and marking exhibits in order of presentation in court cases; may serve as matron to female defendants.

PERIPHERAL DUTIES

- ___20. Issues special event permits.
- ___21. Operates a vehicle to run errands.

Office/Receptionist Support Function

- ___22. Assists in providing support for office operations.
- ___23. Assists in answering the telephone and greet visitors providing information, assistance, and directions.
- ___24. Assists with retrieving, sorting and distributing incoming mail and faxes; prepare outgoing mail.
- ___25. Assists in processing payment deposits received at Village Office and Bank.
- ___26. Assists in maintaining office and village office supplies.
- ___27. Assists with support and distribution of public information and forms.

General Function

- ___28. Provides positive customer services, external and internal.
- ___29. Performs all duties in conformance with appropriate safety and security standards.
- ___30. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- ___31. Flexibility in receiving and performing work assignments.
- ___32. Participate in Continuing Quality Improvement.
- ___33. Attend continuing education in-services, as needed.
- ___34. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.
- ___35. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator and/or designee.

ABILITY AND INTERPERSONAL COMMUNICATIONS:

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

COMMUNICATIONS

INTERNAL: Full-time Staff, Service Department Superintendent, and Chief of the Utility Department, Village Administrator, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- Two (2) years prior work experience in clerical, secretarial, paralegal or administrative work; or
- Any equivalent combination of education and experience.

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Plus five (5) years relevant work experience, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

Special Requirements:

- A valid Ohio Driver's License
- Must be bondable.
- CPR/First Aid certification

TOOLS AND EQUIPMENT USED

Personal computer system, including word processing and specialized court software; calculator; typewriter; phone; copy and fax machine; recording system; base radio.

PHYSICAL REQUIREMENTS

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to deal effectively with stress.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A signature constitutes a statute of limitation on any action after six months of leaving employment.

EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Kris Smith	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Management Approval:	Clerk/Fiscal Officer, April Grube	Date:	
Signature			
Management Approval:	Village Administrator, Franklin Christman	Date:	
Signature			
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with Clerk/Fiscal Office and Mayor	Date/Time:	2/21/2019 10:51AM