

ORDINANCE NO. 25-90

INTRODUCED BY: Mr. Smith

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF DEPUTY CLERK OF COURT IN AVON LAKE MUNICIPAL COURT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Avon Lake Municipal Judge Allison Manning and the Human Resources Committee that a job description for the position of Deputy Clerk of Court in Avon Lake Municipal Court be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Deputy Clerk of Court in Avon Lake Municipal Court shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 4/28/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 5/2/2025

APPROVED: 4/29/2025

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Mark A. Spatzel
Mayor



**City of Avon Lake, Ohio
Classification Specification
Deputy Clerk of Court**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Clerks	N5	Exempt	Unclassified	

CLASSIFICATION SUMMARY

The Deputy Clerk of Court is responsible for completing tasks as required by the Ohio Revised Code and as assigned by the Clerk of Court; is a direct employee of the Clerk of Court; and will be supervised by the Clerk, the Chief Deputy, or the Assistant Chief Deputy.

ESSENTIAL DUTIES ¹	% OF TIME
Files timestamped court documents; receives and issues receipts for fines, fees, and bond payments; balances and reconciles daily cash receipts; balances cash drawer; and reconciles accounts.	30
Responds to inquiries from the legal and law enforcement community and the general public; researches automated and hard-copy files for case status information; and enters/edits case information in the case management system.	30
Generates court documents, forms, and letters, when necessary; schedules change of pleas and sentencing dates for judge and magistrate; scans documents into case files; and retrieves cases for court schedules.	20
Keeps case files and case documents in order; accepts money for bonds (bail) and creates checks for bond refunds; prepares background checks for other law enforcement agencies; and cooperates with other Court personnel.	10
Prepares commitment papers for defendants who are sentenced to jail.	10
Performs other duties of a similar nature or level.	As required

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, or equivalent (GED), and one year of specialized or technical training or an equivalent combination of education and experience to successfully perform the duties of the job.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID.

PREFERRED QUALIFICATION:

Either a Bachelor of Arts degree or a Bachelor of Science degree in criminal justice or business, or a commensurate level of directly related experience.

KNOWLEDGE OF:

- Computers and related software applications
- Overall office operations
- Overall customer service standards
- How to follow instructions and work procedures
- How to work with little supervision

SKILL IN:

- Word processing
- Basic legal terms
- Bookkeeping (desirable)
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, and the public, sufficient to exchange or convey information and to receive work direction

ADA AND OTHER REQUIREMENTS

This position typically requires standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

WORKING CONDITIONS:

Work is performed in indoor office environments.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$19.09 to \$24.68 hourly, or \$39,710.00 to \$51,335.00 annually
- Applicable benefits provided to full-time, non-bargaining employees, as declared by Codified Ordinances