

ORDINANCE NO. 25-103

INTRODUCED BY: Mr. Smith

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

WHEREAS, it has been recommended by Judge Allison Manning and the Human Resources Committee that a job description for the position of 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 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: 5/27/2025

/s/ Jennifer J. Fenderbosch  
Council President

POSTED: 5/30/2025

APPROVED: 5/28/2025

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

/s/ Mark A. Spaatzel  
Mayor



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

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Clerks	8	Exempt	Unclassified	

**CLASSIFICATION SUMMARY**

The Clerk of Court is responsible for completing tasks as required by the Ohio Revised Code and as assigned by the Judge; supervises the Deputy Clerk of Court; and is supervised by the Judge.

ESSENTIAL DUTIES <sup>1</sup>	% OF TIME
Oversees the retention and management of Court files, journals, records, books, papers, and recordings; prepares and maintains a general index, docket, and other records of the Court; files Court documents (date stamp and docket); receives and issues receipts for fines, fees, and bond payments; balances and reconciles daily cash receipts; balances cash drawer and reconciles accounts; maintains accounting of receipts and disbursements.	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 and/or 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 magistrates; scans documents into case files; and retrieves case files for Court schedules.	20
Keeps case files and case documents in order; accepts payment 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

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

<b>MINIMUM QUALIFICATIONS</b>
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**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 QUALIFICATIONS:**

Experience in bookkeeping; 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; or a Juris Doctor degree or master's degree.

**KNOWLEDGE OF:**

- Computers and related software applications
- Overall office operations
- Overall customer service standards
- Word processing
- Basic legal terms

**SKILL IN:**

- Managing a workforce
- Reading and interpreting State statutes and laws
- Following instructions and work procedures
- Working with little supervision
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, and supervisees, the public, sufficient to exchange or convey information and to receive work direction

<b>ADA AND OTHER REQUIREMENTS</b>
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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.

<b>HOURLY/SALARY RANGE* AND BENEFITS <i>*Subject to City Council approval</i></b>
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- \$75,000 annually
- Applicable benefits provided to full-time, non-bargaining employees, as declared by Codified Ordinances