



CHIEF DEPUTY CLERK

DEPARTMENT: MUNICIPAL COURT

DIVISION: CLERK OF COURTS

SUPERVISION RECEIVED: Works under the direction of the Clerk of Courts.

SUPERVISION EXERCISED: Exercises supervision over Deputy Clerk Department Supervisors, Bookkeepers, Record Deputy Clerks, and Deputy Clerks.

POSITION CLASSIFICATIONS: The position of Chief Deputy Clerk in the City of Stow is unclassified by the Stow Municipal Civil Service Commission, is exempt under the Fair Labor Standards Act and is not included in a collective bargaining agreement.

PURPOSE: Performs routine and complex administrative and managerial duties in the standard operating policies and procedures of the Department, including administering employee discipline and recommending employees for hire or termination. Oversees bookkeepers and functions as top assistant to the Clerk of Courts. Monitors legislation and laws affecting the Clerk of Courts office.

PAY RANGE: \$38-48/hour

ESSENTIAL FUNCTIONS:

1. Functions as top assistant to the Clerk of Courts.
2. Oversees bookkeepers on assigned work.
3. Manages the Department in the absence of the Clerk of Courts.
4. Keeps inventories for and purchases supplies for office and printed stock.
5. Prepares Purchase Orders. Submits and maintains records of incoming invoices.
6. Aides Clerk in monitoring office budget and drafting annual budgets.
7. Maintains and administers payroll records.
8. Prepares monthly bank reconciliations for criminal, bond and civil accounts to ensure all accounts are balance are in line with best practices of Ohio Auditors.
9. Serves as the chief financial officer for the office. Responsible for reviewing bank

account expenditures, statements, and reports on a monthly basis.

10. Records and reports staff absences and paid leave information to the City Finance or Human Resources Department.
11. Meets regularly with other Department Supervisors, and the Clerk to provide status updates, concerns, and ideas. Works collaboratively with Clerk to solve problems, improve office-wide performance and creates new policies and procedures for Clerk approval, as needed.
12. Monitors legislation and laws pertaining to Clerk of Courts and updates office procedures accordingly.
13. Attends City Finance meetings and other staff meetings with City officials or Judges, as needed.
14. Conducts annual performance reviews for Deputy Clerk Department Supervisors, and Bookkeepers and other positions as needed.
15. Regular, reliable, predictable, and punctual attendance is an essential function of the position. (This is due to the fact that employees work as part of a team, and that there are a limited number of employees available to perform numerous tasks critical to meeting to efficient and effective delivery of statutory services to the public, and/or among whom the responsibilities to perform those numerous tasks can be distributed.)
16. Oversees all training of Department Supervisors and Bookkeepers, including development of or purchase of new training materials as necessary.
17. Perform other duties related to those of the position and/or resulting from the needs of the organization, including filling in as necessary for any deputy clerk.

QUALIFICATIONS:

1. Must have graduated from high school or have a GED equivalent.
2. Must possess a minimum of seven (7) years of experience within the Clerk's Office and/or comparable experience elsewhere. Advanced education or years of management experience in the public sector may be substituted for actual years of experience.
3. Must possess acceptable management experience and/or coursework in business / government management or related field.
4. Must possess advanced knowledge of court and clerk of court procedures, policies and practices.

5. Must possess the ability to manage, supervise and make administrative decisions in the absence of the Clerk of Courts.
6. Must possess knowledge and experience in preparing employee performance evaluations for court employees.
7. Must be able to handle stressful situations.
8. Must possess the ability to perform tasks with a high degree of accuracy and under pressure.
9. Must have excellent organizational skills.
10. Must be bondable.
11. Must possess the ability to analyze and solve problems and make decisions.
12. Must have the ability to delegate work, resolve conflict and mentor subordinates.
13. Must demonstrate skill in operating the listed tools and equipment.
14. Must have the ability to successfully manage and organize a variety of tasks and issues.
15. Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.
16. Must have the ability to offer constructive criticism to subordinates, motivate positive change, and foster a collaborative team environment within the office.
17. Must be able to maintain confidentiality and abide by all rules and regulations regarding sensitive and confidential information

TOOLS AND EQUIPMENT: Tools and equipment used in the performance of this position include, but are not limited to, the following: phones; personal computer, including word processing, spreadsheet and database software; scanners; copy machine; fax machine; 10-key calculator.

PHYSICAL DEMANDS: 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; talk or hear; stand; walk; use hands to finger, handle, feel or

operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 quiet.

Resumes should be emailed to nkowalski@stowmc.com