

**AKRON MUNICIPAL COURT
TRAFFIC COURTROOM CLERK**

DEFINITION

This position bears responsibility for support and administration under the supervision of the Traffic Court Bailiff and Magistrate. The Courtroom Clerk assists the Bailiff and the Traffic Magistrate by scheduling and coordinating courtroom proceedings, assisting in the retrieval of files and supplies, coordinating the efforts of the Court with the duties of the Traffic Court Department and the duties of the clerk employee who has the cashier responsibility in this Court.

CHARACTERISTIC WORK

Assists the magistrate by coordinating daily court activities and maintaining order in the courtroom. Opens courtroom and prepares recording equipment for daily court sessions; Prepares case files for daily court agenda. Processes a variety of forms and paperwork for enrollment in various treatment and work programs, payment schedules, community service work, and other sentences as ordered by the court. Schedules court dates and appearances and transports defendants and paperwork as necessary. Makes journal and ledger entries and processes other necessary paperwork for daily court activities. Answers telephones and directs calls or gives information on court procedures and processes. Types a variety of correspondence such as magistrates decisions, letters, certificates and memos. Establishes and maintains a variety of manual and computerized filing systems. Operates a variety of office equipment such as a personal computer, online terminal, printer, photocopier and calculator. Participates in cross-training as needed. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to communicate with a variety of people at all levels: judges, court personnel, police officers, attorneys, defendants, victims and witnesses. Confidentiality. Excellent knowledge of office practices and procedures. Excellent knowledge of court procedure. Good oral/written skills. Typing keyboard experience. Computer/word processing skills preferred.

EDUCATION AND EXPERIENCE

High school diploma or G.E.D. Keyboard/typing experience. Word processing skills preferred. Shorthand skills preferred. Prior legal experience preferred.

The salary range is \$33,238.40 to \$43,347.20. Please submit resumes no later than Tuesday, February 19, 2019 by email MJackson2@akronohio.gov , fax (330) 375-2303 or mail to:

Montrella S. Jackson, Esq.
Court Administrator
Akron Municipal Court
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AN EQUAL OPPORTUNITY EMPLOYER