



Village of Lockland

Job Description

Job Title: Mayor's Court Clerk

Department: Administration

Reports To: Police Chief

Salary: \$22.50 1st year, \$24.00 2 years, \$25.50 4 years, \$27.00 8 years

Hours: Full time

Summary: Does staff work essential to the efficient operations of the police department and Mayor's Court by performing the following duties.

Essential Duties and Responsibilities: Receive written and oral instructions from the Finance Director, maintain a wide variety of records and logs, conduct file searches as necessary, maintain court files and accounting records, deposit court funds in a timely manner, maintain a calm demeanor while facing demanding circumstances, demonstrate knowledge of computer systems and other methods of collating and analyzing data, ensure the police department is in compliance with all applicable regulations regarding the security of law enforcement sensitive data.

Prepare for court sessions by preparing the docket preparing subpoenas, scheduling interpreters, etc.; attend mayor's court on assigned day to collect fines, log pleas, issue receipts, reconcile monies collected to balance books; complete various court documents, prepare bench warrants and warrant information sheets, maintain all confidentiality of the court, and maintain a neat and professional appearance.

Contact officers with non-emergency public service requests; maintain a wide variety of records and logs, conduct file searches as necessary; process requests for copies of police reports.

Qualifications: To perform this job successfully, an individual must be able to perform essential duties satisfactorily while remaining calm in a stressful environment. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Skills and Experience: Graduation from a college or technical school is desired with applicable experience or equivalent combination of education and experience. Ability to operate a PC and other office equipment.

Ability to read and comprehend simple instructions, correspondence, and memoranda. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situation to customers, clients and other employees of the organization.

Ability to apply common sense understanding, to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses and Registrations: Valid Ohio driver's license.

Physical Demands: Physical demands are typical of those in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment is indoors, the noise level in the work environment is usually moderate to low.

Please send resume and/or application to Michael Ott at mott@locklandoh.org.

General Information

Subjects of special study, interest or research work _____

Special skills _____

Off-duty activities: (hobbies, sports, civic, etc.) _____

U.S. Military Service Branch _____ Rank _____ Years of service: From _____ To _____

Current status in National Guard or Reserves _____

Employment History

List below the last three former employers, starting with the most recent one first

Date Month and Year	Name, Phone number and Address of Employer	Salary	Title	Duties and Responsibilities	Reason for Leaving
From					
To					
From					
To					
From					
To					

References:

Give the names of three persons, other than former employers or relatives, whom you have known for at least one year.

Name	Address and Phone number	Business/Occupation	Years Acquainted
1)			
2)			
3)			

I certify that all the information submitted by me on this application is true and complete. I authorize the Village of Lockland to verify the information provided and realize that false information (misrepresentation or omission of information called for) is a basis for disqualification or dismissal. I authorize the Village of Lockland to contact educational institutions and current and previous employers. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damages that may result from furnishing such information.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, with or without notice, by either me or the Village of Lockland. I understand this cannot be changed except in a writing signed by the Village Administrator that states that is intended to make that change. Anything said or implied to the contrary is not binding on the Village of Lockland.

I acknowledge that, if hired, the workload demand may require that I work extended hours, including weekends.

Before signing, be sure to complete the Application Supplemental Questions on page 4.

Signature _____ Date _____

Equal Employment Opportunity

Applicants being considered for all positions shall be treated in a fair and equitable manner based solely upon merit, fitness and such other occupational qualifications as each individual might possess. Decisions concerning any condition of employment shall not unlawfully discriminate on the basis of race, sex, sexual orientation, gender identity, age, religion, color, national origin, disability, and any other non job-related criteria.

Do Not Write Below this Line

Interviewed By _____ Date _____

Remarks _____

Rank _____

Hired: () Yes () No Position _____ Dept. _____

Salary/Wage _____ Date Reporting to Work _____

Approved 1. _____ 2. _____ 3. _____

Finance Manager

Department Head

Administrator

Village of Lockland

Application Supplemental Questions

“Yes” answers to the following four questions will not necessarily result in denial of employment. The Village will consider all the circumstances, including the date and nature of events that led to the actions described below. Your written explanation will assist the Village in determining your eligibility, qualifications and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “yes” even if the matter was later dismissed, deferred, vacated or expunged. If you answer “yes” you must provide dates of the proceedings, the court in which the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes No Explanation: _____

2. Have you ever been dismissed (fired) from any job or resigned at the request of your employer or suspended while charges against you, for an investigation of your behavior, were pending? You must answer “yes” even if the matter was later resolved with any form of settlement or severance agreement, regardless of the terms. If you answer “yes,” you must provide the date of termination of employment, the address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes No Explanation: _____

3. Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you, before licensing, certification or other regulatory agency or body, public or private? If you answer “yes,” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Yes No Explanation: _____

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing by your current or any previous employer? If you answer “yes,” you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

Yes No Explanation: _____



LOCKLAND POLICE DEPARTMENT

Application for Employment

Pre-Employment Questionnaire / An Equal Opportunity Employer

Authorization of Release of Records

Dear Organization, Establishment, Institution, or Agency,

I hereby authorize any police officer or other authorized representative of the Lockland Police Department bearing this release, or copy of this thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, military credit or educational records including, but not limited to, academic achievement, attendance, athletic, personal history, disciplinary records, medical records, criminal history records, banking debt, bank checking and saving, and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Lockland Police Department. Consent is granted for the Lockland Police Department to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, criminal history record, lending institution, consumer reporting agency, bank, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validation of this release you may contact me as indicated below.

Full Name _____

Print

Address _____ Phone # _____

Signature _____ Date _____

Sworn to and subscribed in my presence by _____

Signature Notary Public

this _____ day of _____, _____

Day Month Year

Driver's License Number: _____

State of Issue: _____

Expiration Year: _____