

**Village of Cuyahoga Heights
Position Description**

Position Title:	Administrative Assistant to the Village Hall/Clerk of Court	FLSA Classification:	Non-Exempt
Reports To:	Mayor and Chief Fiscal Officer	Department:	Administration
Approved By:	Mayor Bacci	Final Approval/Update:	4/4/2025

POSITION SUMMARY

Under the supervision of the Mayor and Chief Fiscal Officer, performs administrative duties with a high level of confidential judgment, professionalism, and accuracy. Ability to process court case filings under minimal supervision. This position serves as a contact for the mayor's office, and village hall staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the position identified above. It describes these duties and responsibilities in broad scope and is not intended to be all-inclusive. Individual(s) in this position may, from time-to-time, be assigned other duties as appropriate.

- Processes new case files, including traffic, OVI, criminal etc. per State of Ohio.
- Collects and manages fines and costs collected from defendants.
- Attends and records proceedings of Mayor's Court.
- Complete monthly court reports and disburse fines accordingly.
- Prepares bank deposits for Mayor's Court account.
- Prepares monthly bank reconciliations by Auditor of State guidelines.
- Answers inquiries regarding tickets and explain procedures to defendants.
- Maintains complete and accurate records, notifying the appropriate agency(ies).
- Provide administrative and clerical support for all Village Hall Departments.
- Greets Village Hall guests upon arrival.
- Assists residents and businesses with inquiries.
- Answer telephones in a professional manner and directs phone calls as needed.
- Separate mail and distribute accordingly.
- Assist vendors with access to the facility.
- Provide document support (proofreading/formatting).
- Responsible for scheduling copier maintenance and stocking copier supplies.
- Other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to work with a variety of computer software applications such as:
 - Baldwin Mayor's Court Software
 - GovPilot Building Department Software
 - VIP Accounting Software
 - Microsoft Office Suite (Office & Excel Required)
- Ability to work independently.
- Detail-oriented with exceptional writing and grammar skills.
- Always maintain professionalism and confidentiality.
- Excellent interpersonal and communications skills.
- Ability to adapt to a changing work environment.
- Manage unexpected changes and/or special projects.
- Punctuality and able to follow instructions.

EDUCATION AND EXPERIENCE

Preferred

Associate's degree and/or five plus years of court system experience and/or public sector administrative office experience.

Required

High school diploma (or GED), Three years of verifiable clerical experience, proficient in using a variety of technologies and computer software. Active Public Notary or obtain in the six months of employment. Within 30 days you must obtain LEADS certification and CJIS security training.

WORKING CONDITIONS/ENVIRONMENT

Normal office working environment, with no unusual hazards.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in a broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date

Print Name