

# Village of Williamsburg

An Equal Opportunity Employer

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**Position Title: Mayor's Court/Zoning Clerk**

**Department: Administration**

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**Employment Status: Part-time**

**FLSA Status:** \_\_\_\_\_

**Reports to: Administrator**

**Approved by:** \_\_\_\_\_

**Prepared Date: July 1, 2018**

**Approved Date:** \_\_\_\_\_

**GENERAL NATURE OF WORK:** This is a semi-skilled position that performs a variety of clerical duties and code inspection work for Mayor's Court, Police Department and the Administrator. The duties expedite the functions, actions, judgments, processes, and procedures associated with Mayor's Court and code enforcement. Duties performed under the direction of the Administrator.

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of office equipment, including personal computer, telephone, fax machine, camera, and copy machine. The primary work site is the Administration Building.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Prepares docket or calendar of cases to be called.
- Examines legal documents submitted to court for adherence to law and/or court procedures, prepares case folders, and posts, files, or routes documents.
- Explains procedures or forms to parties in each case.
- Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court.
- Coordinate cases with Magistrate and Village Solicitor.
- Records case disposition, court orders, and arrangement for payment of court fees.
- Collects court fees or fines, records amounts collected and reconciles account.
- Assists Utility Clerk in all aspects of position, as needed.
- Assists Zoning Administrator, as needed.
- General support of all office staff, as needed and necessary.
- General administrative assistance to Mayor, as needed.
- General administrative assistance to Police Chief, as needed.
- Routine inspections of residential, commercial, industrial, and other property and equipment.
- Explains violations and compliance requirements to parties in each case.
- Ensuring compliance with laws, ordinances, rules and regulations relating to public nuisances and coordinating necessary remedial action.
- Prepares records for inspections and violations.
- Prepares reports on code enforcement cases.
- Attendance at continuing education seminars and other such meetings, as required.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Responds to complaints and requests from citizens.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

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- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- To perform this job successfully, an individual should have knowledge of database software; Internet software; spreadsheet software; word processing software and specialized court software.
- Ability to learn and apply applicable municipal code requirements.
- Ability to use photographic equipment and read road maps.
- Ability to deal politely, assertively and effectively with property owners, contractors and the public.
- Ability to establish and maintain effective working relationships with village officials, fellow employees, other village employees, and the public.
- Ability to understand and follow oral and/or written instructions.
- Ability to handle confidential information.
- Ability to operate office equipment listed above.
- Ability to work under the direction of the Administrator.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demand and 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.

### **DESIRABLE TRAINING AND EXPERIENCE:**

High School Diploma or GED equivalent and one to three months' related experience and/or training; or any combination of education and experience which provides the necessary knowledge, skills, and abilities.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Ability to work other than normal working hours as necessary.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

(Date)

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(Employee Signature)

(Date)