



JOB VACANCY ANNOUNCEMENT

General Information

Position/Classification Title:	Part-time Records/Court Clerk
Department:	Safety
Division:	Police
Immediate Supervisor:	Chief
Pay Range:	\$21.66-\$26.30
Deadline for Application:	April 23 rd , 2021

Functions, Duties & Responsibilities

The Police Records and Court Clerk is an administrative support position responsible for advanced technical, clerical, and customer service work related to the intake, maintenance, processing, dissemination and retention of police records. The position also requires the processing of criminal cases, preparation for presentation in court, collection of fines and fees where applicable, and record keeping regarding citation, arrest and disposition. The Clerk performs a variety of police records and information systems work in response to internal and external requests requiring the application of communication skills and considerable knowledge of departmental operations and procedures, and the State of Ohio Public Records Law. Work requires the exercise of initiative, independence, and discretion in handling delegated administrative details, and performing various clerical duties.

Hours of Work: 24-29 hours per week. May include mornings, afternoons and occasionally weekend hours.

Requirements/Qualifications

- High School Diploma, G.E.D., or equivalent certificate.
- Ability to follow orders.
- Ability to effectively communicate with co-workers, and the general public.
- Ability to prepare and maintain reports.
- General computer and typing skills.
- Discretion and trustworthiness when dealing with information of a sensitive nature.

An employment application may be obtained on-line at www.chagrin-falls.org or at the Chagrin Falls Police Department, 21 West Washington Street, Chagrin Falls, Ohio 44022. Any questions can be directed to Lisa Mariola at 440-247-5036.