

CITY OF FRANKLIN, OHIO  
RESOLUTION 2019-33

**ADOPTING A POSITION DESCRIPTION FOR THE PART-TIME POSITION FOR  
A DEPUTY CLERK IN THE MUNICIPAL COURT**

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position; and

WHEREAS, this Council adopted a Position Classification Plan and position descriptions for positions within the Municipal Court on August 18, 2003; and

WHEREAS, upon the request and recommendation of Sonny Lewis, City Manager and Judge Ruppert, this Council now finds it desirable to add a position for an unclassified, part-time Deputy Clerk in the Municipal Court; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

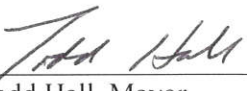
Section 1. The position description for a Part-Time Deputy Clerk in the Municipal Court, attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan under the Municipal Court.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: June 17, 2019

ATTEST:   
Jane McGee, Clerk of Council

APPROVED:   
Todd Hall, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Resolution 2019-33 passed by that body on June 17, 2019.

  
Jane McGee, Clerk of Council

**CITY OF FRANKLIN**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Department:** Municipal Court  
**Division:**

**Title:** Deputy Clerk  
(Part-Time)

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**Civil Service Status:** Unclassified  
**Employment Status:** Part-Time  
**FLSA Status:** Non-Exempt

**Reports to:** Clerk of Courts  
**Supervises:**

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**QUALIFICATIONS:**

High school diploma or equivalent.

**LICENSURE AND/OR CERTIFICATION REQUIREMENTS:**

Valid Ohio's driver's license.

**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** departmental policies and procedures; office practices and procedures; basic accounting and bookkeeping; public relations

**Skill in:** data entry; computer operation; adding machine or calculator operation; use of modern office equipment.

**Ability to:** carry out simple instructions; cooperate with co-workers on group projects; read, copy, and record figures accurately; and communicate effectively.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For the purposes of 42 USC 12101.

1. Assigns docket numbers and sets up case files; notifies relevant departments of dispositions of cases filed, processes all civil cases; assists in receiving complaints, issuing warrants, subpoenas, and commitments for jail sentences; and issues receipts for all monies received.
2. Performs clerical work, such as typing, filing, and answering telephones.
3. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
4. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

5. Performs other duties as required.

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Date Adopted: 6-17-19, R-19-33  
Date Revised:

Deputy Clerk p/t

**CITY OF FRANKLIN**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

**Department:** Municipal Court  
**Division:**

**Title:** Deputy Clerk  
(Part-Time)

**EQUIPMENT OPERATED:** The following are examples only and are intended to be all inclusive.

Computer, calculator, copier, fax machine, typewrite, telephone.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

1. Emergency plans and fire plans.
2. Compressed gases.
3. Portable fire extinguishers.
4. Handling of materials and supplies (includes mechanical handling equipment, that manner in which things are stored, and housekeeping).
5. Hazardous chemicals.

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:**

The employee:

1. Works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.

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.

Name of Employee: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Appointing Authority

\_\_\_\_\_  
Date