



Mayor's Court Administrator

2025 pay rate: \$16.83 - \$28.28

The Mayor's Court Administrator is responsible for the preparation, maintenance and retention of the official court records of the Maple Heights Mayor's Court. The Administrator manages all aspects of court operation from logging of cases through court sessions to final disposition. The Administrator must interact courteously and diplomatically with the general public, as well as with City and court officials, attorneys and state and local public agencies. The Administrator performs clerical duties managing confidential information including reporting, payment management, records requests, interacting with the public and related duties as assigned.

ESSENTIAL FUNCTIONS

- Directs, coordinates, and administers Mayor's Court clerical services (e.g., administers criminal and traffic proceedings and docketing);
- Implements and manages recordkeeping complying with Supreme Court regulations;
- Maintains appropriate calendars and schedules court hearings;
- Understands state and local laws and regulations pertaining to traffic, housing, and other offenses, as well as requirements for court operations;
- Implements policies and procedures;
- Oversees receipt of payments from members of the public and records all monies paid by Defendants to Mayor's Court (e.g., processes cash bonds and waiver payments, prepares and files paperwork related to waiver and bond payments);
- Issues final notices to Defendants for failure to pay tickets, court costs, records in case file;
- Ensures that all costs, fees, fines, bonds, payments and other monies payable to Court are accounted for according to Ohio State Auditor's rules;
- Processes waivers, bench warrants, contempt of court, money due letters, license forfeiture letters, forfeiture and reinstatement of licenses; processes failure to pay, failure to comply, notices and journal entries for Court ordered vehicle immobilization and vehicle leases;
- Prepares cases and dockets for transfer to Municipal Court;
- Serves as liaison for Court; works with Magistrates/Mayor to determine vision and direction of Court;
- Coordinates court matters with defendants, defense counsel, city prosecutor, police department, jail, and other outside agencies to administer court system;
- Performs other work as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree preferred with five (5) years of prior clerical, administrative or paralegal work experience, including two (2) years in court preferred; or an equivalent combination of education and experience sufficient to successfully perform essential duties may be considered. Proficiency in Microsoft Office, specifically Word and Excel required.

LICENSURE OR CERTIFICATION REQUIREMENTS

Certification as a Certified Mayor's Court Clerk preferred or ability to attain such certification within one (1) year of employment; then continuing education to maintain certification. Must have or obtain a Notary Public commission. Must have LEADS/BCI Certification and must have or obtain within 180 days certification from the Mayor's Court Association/OML.

Applications are available at www.CityMapleHeights.com and City Hall - 5353 Lee Road, Maple Heights, OH 44137; or email to HR@MapleHeightsOhio.com. EOE, drug/smoke free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY