



Clerk of Mayor's Court Village of St. Bernard, OH

Department: Police Department

Location: Public Safety Building (Primary); Village Hall (Secondary)

Employment Status: Full-Time, Non-Exempt

Reports To: Administrative Lieutenant (Direct); Police Chief (Indirect)

Position Summary

The Village of St. Bernard is seeking a meticulous, highly organized, and collaborative professional to fill the role of Clerk of Mayor's Court. This full-time position performs highly specialized legal, administrative, and financial functions to support the daily operations of the St. Bernard Mayor's Court.

Operating in a high-traffic, fast-paced law enforcement environment, the Clerk ensures strict compliance with Ohio Supreme Court rulings, state public records laws, and records retention mandates. Because this position is directly responsible for handling public funds, court fines, and bond payments, the selected candidate must be bondable. The ideal candidate possesses strong independent judgment, excellent financial precision, and the ability to maintain absolute concentration amid regular operational interruptions. Prior court experience is highly desired, but not required.

Essential Duties and Responsibilities

Legal & Court Operations

- **Probable Cause Determinations:** Review misdemeanor case filings independently to make legally compliant probable cause determinations (per *State v. Hoffman*, 2014); complete checklists before warrants are issued.
- **Docket & Case Preparation:** Prepare, update, and finalize the official court docket up until 3:00 PM on court days; compile comprehensive case files for the Prosecutor and Solicitor.

- **Warrant & Want Management:** Execute thorough background checks via LEADS/RCIC for upcoming dockets; maintain the daily warrant log and coordinate mandatory second-party verification checks.
- **BMV Tracking:** Order, process, and attach certified Ohio Bureau of Motor Vehicles (BMV) transcripts to case files.

Administrative Support & Data Management

- **System Intake:** Manually enter Multi-Use Tactical Transcripts (MUTTs), citations, and court records across multi-jurisdictional networks (Baldwin, Peel9, and RCIC).
- **Subpoena & Tow Tracking:** Verify and log incoming RCIC subpoenas; distribute notifications to officers. Input vehicle tow sheets and mail statutory legal notices to owners.
- **Departmental Assistance:** Retrieve authorized video footage from Village camera networks; provide administrative support to the Investigator's office, Property Room, and patrol units.

Financial Controls

- **Payment Processing:** Securely process bond payments, court fines, and ticket fees during public walk-ins and active court sessions.
- **Reconciliation:** Count, reconcile, and prepare daily financial deposits for all court and department revenues; conduct daily physical counts of the petty cash fund.

Public Records & Retention Compliance

- **Statutory Auditing:** Execute systematic, case-by-case physical and digital record audits to satisfy strict state records disposal and retention laws.
- **Public Requests & Redactions:** Review and process public records requests; apply legal redactions to body camera footage and reports in strict adherence to the Ohio Revised Code.

Work Environment & Workflow Teamwork

This position operates seamlessly across two primary municipal environments:

1. **St. Bernard Public Safety Building:** A secure, high-traffic law enforcement setting requiring extreme focus on tedious, high-stakes data entry despite ambient noise and constant inquiries.
2. **St. Bernard Village Hall:** Utilized during active court sessions, requiring high-volume public interaction, crowd management, and rapid financial transactions.

The Workflow Team: The Clerk of Mayor's Court works in tandem with the Police Clerk. While the Court Clerk maintains ultimate oversight of court docketing and legal compliance, the Police Clerk serves as the primary shield for phones and walk-ins, assists with bulk data entry, and acts as the legally required independent "second party" to verify warrant entries.

Qualifications and Requirements

- **Bondability:** Must be bondable and able to qualify for municipal employee fidelity bonding to handle cash, bonds, and court collections.
- **Education:** High school diploma or GED required. An Associate degree in Criminal Justice, Paralegal Studies, or Public Administration is preferred.
- **Experience:** Minimum of 2–3 years of experience in a municipal court, law enforcement agency, or legal administrative setting.
- **Systems Knowledge:** Familiarity with law enforcement and court software systems (such as Baldwin, Peel9, and RCIC/LEADS) is highly desirable.
- **Core Skills:** Strong understanding of legal terminology, financial processing, public records redaction practices, and the ability to maintain precise accuracy under tight deadlines.

Physical Demands

- Prolonged periods of sitting and working at a computer station (6–8 hours per day).
- High frequency of repetitive hand and wrist movements for typing, filing, and currency counting.
- Occasional lifting, carrying, pushing, or pulling of boxes and legal ledgers weighing up to 25 pounds.
- Frequent bending, stooping, and standing for extended periods at the public service window or during active court night sessions.
- Close visual acuity for digital redactions and video processing; adequate hearing and speech to communicate through security glass and in a busy courtroom.

To Apply

Interested candidates must submit a comprehensive application packet via email to:

humanresources@stbernard-oh.gov

Timeline: This position is **open until filled**. Initial review of applications will begin on **August 24, 2026**. Early submission is highly encouraged.

Your submission must include the following three components:

1. **Current Resume**
2. **Cover Letter**
3. **Completed Village Job Application (accessible at <https://www.stbernard-oh.gov/280/Administration>)**

Important Submission Requirement: All application materials **must be submitted in PDF format**. Applications sent in alternative file types (such as Word documents or image files) will not be reviewed.

The Village of St. Bernard is an Equal Opportunity Employer.