

**POSITION DESCRIPTION**  
**Water/Wastewater Administrative Assistant/Clerk of Courts**

**General Purpose:**

Maintains all water/wastewater records including, but not limited to, opening and closing of accounts, issuing monthly billing statements, collection of accounts, customer service, as well as general secretarial and clerical duties.

Maintains all Mayor's Court records, receives and accounts for all fines, fees, costs, bonds, payments, and other monies payable to the court. Files all required forms and reports to the Ohio BMV and any other state agency as required by ORC, while ensuring the smooth flow of files through the Mayor's Court system.

**Supervision Received:**

This position works under the supervision of the Fiscal Officer and, at times, may also work under the direction of the Village/Zoning Administrator.

**FLSA Status:**

Non-exempt hourly

**Essential Duties and Responsibilities:**

Uses good communication skills, typing, filing, bookkeeping, and telephone skills, along with people skills to perform accounting for the Water/Wastewater Department, along with clerical tasks to ensure efficient office operation. This position maintains all water/wastewater records, including, but not limited to, opening and closing of accounts, posting accounts, issuing monthly billing statements and maintaining accurate monthly billing records, collection of accounts, reconciliation of accounts and deposits of such monies in the bank, as directed by the Fiscal Officer. This position will receive mail, open and distribute mail; communicate and distribute work orders to the appropriate departments; will schedule shelter house rentals and maintain the schedule for public review, along with collection and refund of shelter house rentals. This position will maintain all cemetery records, fees, and collection of accounts.

Handles all Mayor's Court duties, included but not limited to: answering customer inquiries, processing all court payments, processing all court information in Mayor's Court software, prepares and sends court materials to Prosecutor prior to court, processes court docket, assists at court, processes bank deposit after court, generates and submits monthly, quarterly, and annual Mayor's Court reports as required by BMV and State of Ohio.

This position may be requested to perform general office duties including, but not limited to,

transcription of reports, letters, miscellaneous village reports, answering and directing telephone calls, utilizing all office machines (e.g. copier, fax) when requested, filing and other miscellaneous duties as requested.