

Clerk Duties

The Clerk of Court for the Huron Municipal Court also acts as the Court Administrator. It is her duty to handle all issues within the court relating to casework and administrative issues. The job description for this position is specifically spelled out in the Ohio Revised Code as to responsibilities, etc. The clerk works directly for the Judge of this court, as she is appointed by the Judge upon his taking of office. The court employs one full time employee who works primarily with criminal/ traffic cases and one part time employee who is responsible for civil cases. All three employees are cross trained to help in any area to help during busy times.

The Court Clerk is responsible for handling the caseload that comes into this court. It is the Clerk's responsibility to ensure that all cases are filed timely, processed accordingly and that all aspects of the case are adhered to. Cases are filed by various law enforcement agencies (Huron Police department, Ohio State Highway Patrol, Erie County Sheriff, Department of Natural Resources, Taxation and Liquor Control). Civil Cases are filed by individuals and attorneys. These cases are all processed through the clerks' office and prepared for court. Many cases never see the inside of a courtroom and are handled in this office through various forms (dismissal for compliance, waiver of misdemeanor tickets, etc). For those cases that do make it to court, the clerks' office is responsible for the follow through on all court ordered conditions. These conditions take the form of payment plans, jail time to be served and probation provisions. All these conditions are monitored by the clerks' office.

The clerks' office is responsible for all reporting of cases filed. We are responsible for reporting to the various law enforcement agencies upon conviction, the Bureau of Motor Vehicles weekly, the Supreme Court of Ohio monthly.

As the Court Administrator, the clerk's job is to monitor all administrative aspects of the court. She is responsible for monitoring personnel, keeping track of hours worked, all purchasing and budgeting in conjunction with the finance department and lastly all monthly and yearly reporting standards. The court is required by law to report and disburse monthly all activity for that particular month. This involves the reconciliation of all funds and accounts and the disbursement of all monies collected for that month. The court is required to report and disburse this money as required by the Ohio Revised Code. The Ohio Revised Code establishes how all monies should be distributed.

It is the clerks' responsibility to maintain the efficiency and process all cases so that they are available for the Judge. The judge will rule on all contested cases, motions, and persons who appear before him in court and the Clerks office will follow through with all orders given by the Judge.