



Geauga County, Ohio Court of Common Pleas

Job Opportunity

An Equal Opportunity Employer

POSITION: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Geauga County Court of Common Pleas
LOCATION: 100 Short Court Street, Chardon, OH 44124
WORK SCHEDULE: Weekdays, 8:00 A.M. to 4:30 P.M. (40 hours a week), with some limited overtime
FLSA STATUS: Salaried/Unclassified/Not covered by FLSA
SALARY: \$50,000-\$55,000 commensurate with experience.

QUALIFICATIONS

Acceptable qualifications may consist of a combination of training and work experience indicating knowledge, skills and abilities related to the job.

High school diploma or equivalent with at least three years' experience working as a legal secretary; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. Paralegal and/or prior experience working in the court system is a plus. Must have excellent communication, time management and typing skills. Must pass a criminal background check, including driving record and pre-employment drug test.

Additional details and application are posted at: <https://courts.geauga.oh.gov/about/careers/>

JOB DUTIES

This is a responsible position that assists with the daily operations of a court under supervision of an assigned Judge.

The Administrative Assistant: Prepares and processes a variety of legal documents, including Orders; Provides trial and hearing support; Prepares, prints and e-mails/mails correspondence, hearing notices, forms and other documents as needed; E-Files Judgments and Orders and with the Clerk of Courts; Greets, screens, assists and directs attorneys, parties, witnesses and the public who visit or call the Court; Answers general questions or refers them to appropriate personnel; Takes messages; Timely responds to all voicemails, emails and correspondence; Assists with juror management and general court administrative duties; Demonstrates regular and predictable attendance during normal operating hours; Meets all job safety requirements and all applicable OSHA standards that pertain to essential functions; Must have and maintain a valid Ohio driver's license and satisfactory driving record; Performs any and all other duties as assigned or directed by the Judges.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

Send cover letter, application, resume and signed job description to: cpgd-hr@geaugacourts.org