

POSITION DESCRIPTION
GEAUGA COUNTY COURT OF COMMON PLEAS

Position: Administrative Assistant to Magistrate and Judges

Status: Non-Exempt, Unclassified

Reports to: Assigned Magistrate

Work Schedule: Full-time (40 hours per week) 8:00 a.m. to 4:30 p.m. Monday-Friday. Occasional overtime may be required.

JOB DESCRIPTION:

Under the general supervision of the Magistrates, provides secretarial and administrative support to the assigned Magistrates and Judges. Additional duties may be assigned by the Judges or Magistrates.

JOB RESPONSIBILITIES:

- Prepares a variety of legal documents, including Magistrate Orders.
- Processes civil protection orders.
- Trial and hearing support, including escorting attorneys and parties into the courtroom and copying exhibits on request.
- Prepares, prints and mails correspondence, hearing notices, administrative reports, forms and other documents as needed.
- Files Judgments and Magistrate Orders and Decisions 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 jury 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 or Magistrates.
- The position requires some overtime hours, although minimal.

KNOWLEDGE, QUALIFICATIONS, SKILLS, AND ABILITIES

To perform this job successfully, an individual must demonstrate the following:

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Magistrates, Judges, employees, attorneys and the public.
- Excellent spelling, punctuation and grammar skills and efficient and accurate keyboard ability.
- Ability to operate various office machines (e.g., computer, copying and fax).
- Proficiency with Microsoft Word 2016 or above; experience in all other Microsoft applications preferred.
- Ability to learn and use Court's e-filing system.
- Familiarity with legal terminology; experience with domestic relations preferred.
- Attention to detail and accuracy and the ability to understand and follow instructions.

- Ability to work independently, often with minimal supervision, and generate high quality work product.
- Ability to meet tight deadlines.
- Ability to be flexible and adapt to change with little notice.
- Ability to maintain sensitive and confidential information.
- Ability to work collaboratively in a team environment.
- Ability to demonstrate sound ethics and judgment.
- Ability to multi-task.
- Effective time management, reliability, and punctuality.
- Professional appearance and demeanor at all times.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. The Judges have the sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

QUALIFICATIONS:

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. Work and familiarity with domestic relations is preferred. Prior experience working in the court system is a plus. Excellent communication, time management, and typing skills. Must pass a criminal background check, including driving record and pre-employment drug test.

My signature below is acknowledgment that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability the job duties and requirements specified in this position description.

Employee Signature

Date