

**COURT OF COMMON PLEAS
GEAUGA COUNTY, OHIO**

POSITION: **Administrative Assistant to Magistrate and Judges**

DESCRIPTION:

Under the general supervision of the assigned Magistrate, provides secretarial and administrative support to Magistrates and Judges. Additional duties may be assigned by the Judges or Magistrates. This is a full-time position (40 hours per week). A complete job description and application can be found at:

<https://co.geauga.oh.us/commonpleas/General-Division/Jobs>

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: High school diploma or equivalent with at least three years' experience working as a legal secretary; or any combination of education, training, course work and experience that provides the requisite knowledge, skills and abilities for the job. Work and familiarity with domestic relations is preferred. Prior experience working in the court system is a plus.

POSITION REQUIREMENTS: The successful candidate must have the ability to demonstrate sound ethics and judgment, maintain confidentiality, excellent communication and leadership skills and the ability to multi-task. Must have excellent time management and typing skills. Proficiency in Microsoft Word 2016, or above, is required. The successful candidate should be familiar with or have the ability to become proficient in working with electronic filing systems, virtual hearings, etc. The successful candidate must pass a criminal background check, including driving record and a pre-employment drug test.

COMPENSATION:

SALARY: Starting salary is expected to be \$34,320 to \$39,500 depending on education, experience and qualifications.

BENEFITS: P.E.R.S.
 Insurance coverage available first of the month after 60 days of employment.
 Paid Holidays.
 Two weeks paid vacation after first year of public service.

Submit resume with cover letter describing how you meet the qualifications outlined above and completed job application to Randy Taylor, HR Administrator, Geauga County Court of Common Pleas, 100 Short Court St. Suite 1A, Chardon, OH 44024 or rltaylor@geaugacourts.org.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED