

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

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| POSITION: | Administrative Specialist I |
| CLASSIFICATION/ SALARY: | Unclassified/Non-Exempt \$44,948.80/\$21.61 |
| DURATION OF EMPLOYMENT: | Full-time employment following successful completion of 180-day probationary period |
| JOB DESCRIPTION AND QUALIFICATIONS: | SEE ATTACHMENT |
| PRE-EMPLOYMENT TESTING REQUIREMENTS: | Criminal Background Check; Pre-Employment Drug and Alcohol Testing; Typing Assessment preferred 45+wpm; Spelling and Grammar Assessment |
| APPLICATION: | Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net |
| POSTING DATE: | Applications accepted: October 14, 2021 through October 22, 2021. |

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

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|------------------------|--|------------------------|----------------------------|
| POSITION TITLE: | Administrative Specialist 1 | GRADE: | 21 |
| DEPARTMENT: | Department of Operations General Division | CLASSIFICATION: | Non-Exempt Unclassified |
| REPORTS TO: | Director of Operations | PAGE: | 1 of 3 |

POSITION SUMMARY:

Works under general direction of the Director of Operations and/or Assistant Director of Operations and General Division Judges; relieves departmental/court staff of administrative tasks and represents them in their absence; may perform any duties or tasks as requested or required by General Division Judges or Court Executive Officer; trains or assists new or existing employees in regard to court procedure, new software and/or applications; performs various administrative and clerical duties to ensure smooth operation of the court in each of the General Division Offices and Courts. Performs other related duties as required and may be cross-trained to assist with other departmental duties. Position requires an in-depth knowledge of the support service requirements for each Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Relieves departmental/court staff of administrative tasks; conveys activities to department heads and/or supervisors; assists judicial staff and support staff as requested or required to assure smooth operation of each of the General Division Courts.
2. Performs complex secretarial duties, use of typewriter/personal computer to prepare a variety of documents and performs any necessary function to assure the smooth operation of the court; ability to move from department to department performing varied and/or complex secretarial and other functions (Department of Operations, Administration, Magistrate's Office, Probation, Jury Room, and the General Division Courts) as necessary; train or assist incoming and/or current personnel regarding court procedure or computer applications; prepare various training manuals regarding court procedure; accesses and updates SCORS (Summit Online Record System).

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

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| Required Qualifications: | Completion of post-secondary training supplemented by coursework in general office practices, plus five (5) years office management/executive secretary/personnel experience, or equivalent. |
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Date Adopted:
Date Revised: 10/14/2021

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**Required
Qualifications
continued:**

Additional consideration will be given to individuals who have any of the following qualifications: an associate's degree, paralegal certification, or other advanced education; an understanding of legal terminology and procedures; previous experience as a legal secretary or in a court system or legal environment; knowledge of the functions of other courts and government agencies.

**Knowledge, Skills,
and Abilities:**

Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, co-workers, and the public.

Demonstrated dependability, reliability, and excellent attendance record.

Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS (developed after employment).

This position requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

Physical Ability:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

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Physical Ability continued: The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Position Type/Expected Hours of Work: This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

Mental Ability:

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Administrative Specialist I

Date

Administrative Judge

Date