

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Judicial Assistant I Judge McCarty's Court
CLASSIFICATION/ SALARY RANGE:	Personal Staff/Unclassified \$47,112.00/\$22.65
DURATION OF EMPLOYMENT:	Full-time employment
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social media; Pre-Employment Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: sgreven@cpcourt.summitoh.net
POSTING DATE:	Applications accepted: Beginning May 25, 2022. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Judicial Assistant 1	SALARY:	\$47,112/yr
DEPARTMENT:	Common Pleas Court-General Division	CLASSIFICATION:	Personal Staff Unclassified
REPORTS TO:	Judge Alison McCarty	PAGE:	1 of 2

POSITION SUMMARY:

Under general supervision, performs various administrative and clerical duties to ensure smooth operation of the Court; assists in the maintenance and execution of the Court calendar; performs courtroom duties required by Judge; based upon individual qualifications, may perform other tasks requested by Judge. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

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. Screens incoming calls and provides assistance or direction; contacts attorneys, assignment office, court reporters, Clerk of Courts, Sheriff's Department, etc., to relay or gather information for Judge; opens, reviews and sorts incoming mail (e.g., pleadings, motions, journal entries, attorney fee applications and related correspondence); accesses and updates SCORS (Summit Court Online Record System).
2. Assists in the maintenance and execution of the court calendar; maintains and updates civil and criminal record cards; files, distributes and mails signed journal entries; retrieves and returns files from file room; files documents per judge's requirements.
3. Based upon individual qualifications, may perform other tasks such as legal research, preparing legal memoranda or jury instructions, answering legal questions as the Judge requires.
4. May perform other tasks requested by the Judge.

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:

Education & Related Work Experience:	Bachelor's degree. Other qualifications as determined by Judge based upon duties and responsibilities. Law degree not required or expected but significant legal experience or status as a current law student is a plus.
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Date Adopted:
Date Revised: 05/20/2022

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DEPARTMENT:	Common Pleas Court-General Division	CLASSIFICATION:	Personal Staff Unclassified
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Knowledge, Skills, & Abilities: As appropriately determined by Judge based upon duties and responsibilities.
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).

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.

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.

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

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. to 4:00 p.m.; however, this position may require some evening and weekend work.

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.

Judicial Assistant

Date

Judge Alison McCarty

Date

Date Adopted:
Date Revised: 05/20/2022