

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

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| POSITION: | Probation Secretary Supervisor Adult Probation Department |
| CLASSIFICATION/ SALARY RANGE: | Classified/Non-Exempt \$40,768.00 Minimum \$48,297.60 Midpoint \$55,827.20 Maximum |
| 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; Social Media; Drug and Alcohol Testing |
| APPLICATION: | Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net |
| POSTING DATE: | Applications accepted beginning February 22, 2023. Position open until filled. |

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

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|------------------------|--|------------------------|--------------------------|
| POSITION TITLE: | Probation Secretary Supervisor | GRADE: | 18 |
| DEPARTMENT: | Adult Probation Department General Division | CLASSIFICATION: | Non-Exempt Classified |
| REPORTS TO: | Offender Services Director | PAGE: | 1 of 3 |

POSITION SUMMARY:

Under general direction, serves as secretary to the Director of Offender Services; supervises assigned employees; interviews and recommends new secretarial staff candidates; maintains inventory of office supplies and rewards gift cards, handles arrangements for new employees, and coordinates office machine repair and building maintenance. Assists Director of Offender Services in day-to-day operations as needed. Performs other related duties assigned to secretarial staff 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. Supervises work activities of secretarial employees; assists with research and development of policy. Ensures all work performed within unit complies with secretarial office standards. Evaluates the overall effectiveness of the secretarial staff operation in relation to the total organization.
2. Prepares and administers secretarial staff evaluations and maintains various personnel records. Recommends employee discipline, assists with difficult or complex problems, and approves leave requests.
3. Processes and orders supplies and maintains office equipment; keeps inventory of supplies and office equipment, monitors all shared equipment, including fax machines, copiers, and miscellaneous items, and schedules repairs as required. Schedules and verifies completion of building maintenance and repairs, communicates with various County offices and outside vendors.
4. Accesses and updates SCORS (Summit Court Online Record System) and County of Summit Vehicle Mileage Log Database.
5. Processes all Adult Probation Department new employees for building access cards, keys, and office needs.
6. Provides typing of reports as directed, updates interoffice telephone and department lists, and keeps attendance record for Director of Offender Services. Prepares and mails correspondence for Director of Offender Services.
7. Assists with department training by compiling schedules, ordering food, and other related training requirements.

Date Adopted:

Date Revised: 02/06/2023

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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:

Required Qualifications: Completion of secondary education supplemented by general business and/or secretarial science courses, and one (1) year related Court experience, or equivalent. Completion of post-secondary training supplemented by coursework in general office practices, plus five (5) years office management/executive secretary/personnel experience, or equivalent. Valid driver's license.

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, supervisors, co-workers, and the public.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Requires the ability to use statistical analysis; prepare concise, accurate and meaningful reports; collect and retrieve data.

Requires the ability to work as an individual and as part of a team.

Ability to maintain sensitive and confidential information.

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

Requires a high level of competency using Microsoft Word, Outlook, and Excel and the ability to become proficient in managing databases.

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

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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, walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Position

. 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.

Type/Expected Hours of 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.

Probation Secretary Supervisor

Date

Administrative Judge

Date