

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Secretary I Summit County Adult Probation Department
CLASSIFICATION/ SALARY RANGE:	Classified/Non-Exempt; \$38,417.60/\$18.47
BARGAINING UNIT:	Common Pleas Adult Probation Department (AFSCME Local 1229)
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; Typing Test; Spelling and Grammar Test
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Posting open until position filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Secretary 1	GRADE:	11
DEPARTMENT:	Adult Probation Department General Division	CLASSIFICATION:	Non-Exempt Classified
REPORTS TO:	Probation Secretary Supervisor	PAGE:	1 of 3

POSITION SUMMARY:

Under direction, enters information from a variety of documents into SCORS [Summit Court Online Record System] and ORAS [Offender Risk Assessment System]; provides information to the general public; performs a variety of clerical tasks to assist with efficient operation of office; provides supervision and/or training for other employees. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Secretaries perform any related duties required by the court or the Probation Secretary Supervisor.

1. Operates equipment in order to enter information from a variety of documents (e.g., Journal Entries, SCORS alerts, Criminal Call Days etc.)
2. Performs a variety of clerical tasks to assist with the efficient operation of the court and its various offices (e.g., accesses and updates SCORS [Summit Court Online Record System]; prepares and disassembles “call day bundles”, verifies Journal Entry information and SCORS alerts in SCORS; enters offender’s demographic information in ORAS [Offender Risk Assessment System]; processes inquiries to outside agencies and accesses files for the Jeter System; assists the Probation Officers with offender reporting; monitors the check-in system to verify that all offenders are processed in a timely manner; assists the Community Service Coordinator with LEADS; receives and responds to telephone and in-person inquiries and transfers incoming calls to appropriate party; copies and files documents in numerical and alphabetical order; processes closed files from the supervisors to the Jeter System; retrieves and processes closed files from the Jeter System for microfilming; compiles statistics, receives and processes daily capias pickups in the Summit County Jail; records and distributes mail, court cost statements, therapeutic progress reports, and faxes within the Adult Probation Department and to other Court Departments); will be certified as a LEADS operator.
3. Performs the Intake process for new offenders by collecting information (personal, jail, charges, FBI/BCI) from courts, attorneys, and offenders in order to assign the offender to Probation, PSI, and screens for the Specialty Courts. Assign and create SCORS experience for Courtesy Supervision cases received from other counties; enters appointments for screens/ORAS assessments on the probation officer calendars, in the Intake books, and provides the offender with their appointment information and paperwork; creates a hard file for the probation officer which includes the SCORS

Date Adopted:

Date Revised: 11/07/2019

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alert, jail and OHLEG information; retrieves DNA by collecting a mouth swab, fingerprint, and signature from the offender; and transfers caseloads from one unit of probation to another.

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: High school diploma or equivalent required. Experience in general secretarial and/or clerical work preferred.

Knowledge, Skills, and Abilities: 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), Jail, Cougar, Clerk of Courts, OHLEG, and ORAS [Offender Risk Assessment System].

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

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.

Ability to effectively and professionally communicate verbally and in writing.

Pleasant personality and ability to interact and maintain effective working relationships with judges, employees, and others conducting business with the Court.

Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.

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

Demonstrated dependability, reliability, and excellent attendance record.

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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 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.

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.

Secretary I

Date

Administrative Judge

Date