

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Criminal Support Specialist
CLASSIFICATION/ SALARY:	Unclassified/Non-Exempt \$45,240.00/\$21.75
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 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 beginning April 9, 2024. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Criminal Support Specialist	GRADE:	16
DEPARTMENT:	Department of Operations General Division	CLASSIFICATION:	Non-Exempt Unclassified
REPORTS TO:	Director of Operations	PAGE:	1 of 2

POSITION SUMMARY:

Under general supervision, assigns criminal cases to judges; types a variety of documents; provides information to the general public; performs a variety of clerical tasks to assist with efficient operation of the Court. 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. Criminal Support Specialist performs any related duties required by the court, the Director of Operations, or the Assistant Director of Operations.

1. Attends criminal court proceedings as needed. Records and documents information from court proceedings.
2. Operates typewriter, personal computer, and laptop in order to prepare a variety of documents (e.g., court orders, journal entries, reports, inter-office memos, correspondence, summaries, etc.); proofreads documents, and corrects errors.
3. 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]; assigns criminal cases to judges; prepares and distributes criminal "call day" scheduling and trial schedules; court scheduling; attorney notifications; prepares criminal cases for arraignment/assignment; attends criminal arraignments for purpose of assigning judges; records motions; types orders as needed; distributes documents to probation department, clerk's office, etc.; receives and responds to telephone and in-person inquiries; distributes mail; copies documents; compiles statistics, etc.).

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 secretarial science courses, plus one (1) year clerical/secretarial experience, or equivalent.

Knowledge, Skills Operation of a variety of standard and complex office equipment, typing

Date Adopted:

Date Revised: 06/20/17

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and Abilities: (preferred 45+ words per minute), personal computer and laptop 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

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.

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.

Criminal Support Specialist

Date

Administrative Judge

Date

Date Adopted:
Date Revised: 06/20/17