

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Part-Time Administrative Assistant Psycho-Diagnostic Clinic
RATE OF PAY:	\$21.32 per hour
DURATION OF EMPLOYMENT:	Part-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 April 9, 2024. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Part-Time Administrative Assistant	GRADE:	15
DEPARTMENT:	Psycho-Diagnostic Clinic	CLASSIFICATION:	Non-Exempt Unclassified
REPORTS TO:	Psycho-Diagnostic Director	PAGE:	1 of 2

POSITION SUMMARY:

Performs a variety of administrative and clerical tasks; provides support to Clinic staff; assists in daily office needs.

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. Performs confidential and complex secretarial duties such as tracking and processing court orders for records requested and processing the records received for evaluations, drafting correspondence, scheduling appointments, receiving and directing visitors and incoming phone calls (as needed), operating standard office equipment, and maintaining electronic records filing system.
2. Receives and responds to inquiries from employees, and consultants.
3. Data entry and prepares reports as needed.
4. Initiates ordering process as needed.

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

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.

Knowledge, Skills, and Abilities continued: 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).

Date Adopted:

Date Revised: 11/15/2023

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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.

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 part-time position with no full-time benefits. 20 hours per week, Monday through Friday.

Additional Information: Employee earns sick leave credit while in active pay status.