

**CUYAHOGA COUNTY COMMON PLEAS COURT  
GENERAL DIVISION – JOB DESCRIPTION**

**Job Title:** Courtroom Assistant  
**Department:** Central Scheduling

**Reports To:** Central Scheduling Supervisor  
**Starting Salary:** \$33,239.70

**SUMMARY**

This is an unclassified position that serves at the pleasure of the Court. This position primarily involves delivery of documents and correspondence throughout the Court. This position also involves assisting judges with the orderly operation of the courtroom and efficient management of the docket.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Retrieving case files for court proceedings, and assisting in the annual physical inventory of all criminal and civil cases on the assigned judges' dockets;
2. Separating and distributing court documents to co-workers;
3. Substituting as bailiff when required;
4. Filing loose pleadings in case files;
5. Retrieving and processing mail;
6. Performing a variety of other related duties as required (e.g., assisting jury during trial).

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.*

**KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, to provide necessary information to Judges, staff, Court employees, attorneys, litigants, outside agencies and the public;
2. Ability to work independently and organize and complete assigned work without specific direction or instruction regarding manner of completion;
3. Ability to without daily supervision and organize and prioritize duties;
4. Attention to detail and accuracy and the ability to understand and follow directions;
5. Familiarity with Court operations;
6. Effective time management, reliability and punctuality;
7. Ability to work collaboratively in a team environment;
8. Ability to maintain sensitive and confidential information;
9. Proficiency in the use of computers and various office machines (e.g., keyboards, fax machine, copiers/ scanners);
10. Proficiency in the use of Microsoft Office applications; ability to learn and use any custom software utilized by the Court;
11. Professional appearance and demeanor at all times.

**EDUCATION and EXPERIENCE**

Minimum of high school diploma; currently-enrolled college or law student with knowledge of court system a plus.

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**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court environment with no unusual demands or exposure to hazardous situations. The position requires a significant amount of walking to and from courtrooms and various departments of the Court. Frequent contact is made with the assigned Judge(s), supervisor and other Court personnel, particularly to discuss work assignments; also with attorneys, litigants, and the general public.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends.

**APPLICATION REQUIREMENTS**

The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing prior to employment. Applicants must submit a letter of interest and resume by **4:30 P.M. on Friday, October 9, 2020**, to:

Cuyahoga County Common Pleas Court  
Gregory Popovich - Court Administrator  
1200 Ontario Street  
Justice Center - 11th Floor  
Cleveland, Ohio 44113

(e-mail: [infosys@cuyahogacounty.us](mailto:infosys@cuyahogacounty.us))

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

[www.cuyahogacounty.us](http://www.cuyahogacounty.us)