

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

Job Title: Seasonal Court Intern – Summer 2021
Department: All
Rate: \$13.00 per hour

Reports To: Department Head

SUMMARY

This is a temporary unclassified position held at the pleasure of the Court. The Seasonal Court Intern performs various clerical, administrative and procedural duties specific to the assigned department during the summer months. This position has limited decision-making responsibilities. Work is assigned by the Department head or designee with general instructions. Due to the temporary duration of the appointment, the position is not eligible for paid leave or County-sponsored health or ancillary benefits. Candidates for the position must be able to work a full-time schedule for a minimum of eight (8) weeks, commencing in late May/early June.

ESSENTIAL DUTIES AND RESPONSIBILITIES include accuracy and efficiency in the following:

1. Typing correspondence, memos, documents, reports and forms;
2. Performing other data entry tasks, as assigned;
3. Recording pertinent information relating to case histories or individuals (e.g., entering journal entries into Court docket);
4. Performing administrative, procedural and functional duties relevant to the assigned department and task;
5. Performing a variety of other related duties as required (e.g., filing, scanning, answering telephones).

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, with staff, Court employees, attorneys, outside agencies and the public;
2. Ability to learn and understand Court functions and procedures;
3. Proficiency in Microsoft Office applications and ability to learn and work with the custom software utilized within the various departments and the Court;
4. Proficiency in typing and data entry skills;
5. Ability to operate various office machines (e.g., personal computers, copy machines, fax machines);
6. Competency in spelling, reading and simple math and understanding and following instructions;
7. Attention to detail and accuracy;
8. Effective time management, reliability and punctuality;
9. Ability to work collaboratively in a team environment;
10. Ability to maintain sensitive and confidential information;
11. Professional appearance and demeanor.

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EDUCATION and EXPERIENCE

Minimum requirements: Currently enrolled as undergraduate student in college. Must be 18 years of age by May 10, 2021.

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 and/or office environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with co-workers and other Court personnel, other agencies, attorneys, defendants, defendants' families 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

Proof of high school diploma is required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and resume by **4:30 P.M. on Friday, April 23, 2021**, 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)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be 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