

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

Job Title: Clerk-Typist
Department: Probation

Reports To: Assigned Probation Dept. Administrator or Supervisor
Starting Salary: \$ 32,422.78

SUMMARY

This position is in the classified civil service. Clerk-Typists are also members of a voluntary recognition bargaining unit, which includes union dues. This position performs various clerical and administrative duties within the Probation Department. This position has limited decision-making responsibilities. Work is assigned by the Chief Probation Officer or designee, or a Probation unit supervisor with general instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Preparing correspondence, memos, documents, reports and forms;
2. Performing other assigned data entry tasks;
3. Performing administrative, clerical, procedural and functional duties relevant to the assigned department and task;
4. Performing a variety of other related duties as required (e.g., filing, answering telephones, scanning/imaging).

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 and/or Probation Department functions and procedures;
3. Proficiency in typing, data entry skills and Microsoft Office applications and ability to learn and work with any custom software utilized by the Court and/or Probation Department;
4. Ability to operate various office machines (e.g., personal computers; copy, scanning/imaging and fax machines);
5. Ability to attain proficiency in the use of criminal justice information systems (e.g., Law Enforcement Automated Data System [LEADS] and the Regional Enterprise Data Sharing System [REDSS]);
6. Excellent spelling, reading, grammar, punctuation and basic math skills;
7. Attention to detail and accuracy and the ability to understand and follow instructions;
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

High school diploma is required. Experience in a court system is preferred. Must be able to obtain and maintain certifications to access the LEADS and other criminal justice information systems, if required.

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, criminal 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

Qualified applicants will be required to submit to testing. Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period. Applicants must submit a letter of interest and resume **by 4:30 P.M. on Friday, April 30, 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