

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

Job Title: Assistant Supervisor/ Courtroom Assistant
Department: Central Scheduling

Reports To: Supervisor
Starting Salary: \$57,657.60

SUMMARY

This is an unclassified position held at the pleasure of the Court. In addition to the essential duties of the Courtroom Assistant position, this position involves assisting the Central Scheduling Supervisor with the daily operations of the department, including substitute bailiffs, support staff, the Visiting Judge program and the Judicial Secretaries. This position also assists with administration of the payment process for assigned counsel. **Current Court policy requires all employees to be fully vaccinated against the COVID-19 coronavirus as a condition of employment.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Overseeing and supervising department activities in the absence of the Central Scheduling Supervisor (e.g., planning work on a daily basis for Courtroom Assistants and extra bailiffs and adjusting work assignments to meet priorities; preparing assigned counsel vouchers to be sent to the County for payment to the attorneys and reviewing fee bills to ensure completeness and accuracy; oversight of cases assigned to visiting judges);
2. Retrieving case files for court proceedings, and assisting in the annual physical inventory of all criminal and civil cases on the assigned judges' dockets;
3. Separating and distributing court documents to co-workers;
4. Substituting as bailiff when required;
5. Filing loose pleadings in case files;
6. Retrieving and processing mail;
7. Performing a variety of other related duties as required (e.g., answering telephones, 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, with Judges, staff, Court employees, attorneys, and the public;
2. Extensive knowledge of the scheduling system used in criminal and civil dockets of the Court;
3. Knowledge of court functions and operations and basic understanding of legal terminology;
4. Proficiency in typing, data entry skills and Microsoft Office applications; ability to learn and work with any custom software utilized by the Court and/or Jury Department;
5. Ability to follow specific procedures for scheduling of cases;
6. Ability to maintain sensitive and confidential information and the highest ethical standards;
7. Ability to work collaboratively, constructively and positively in a team environment; ability to build constructive working relationships to meet mutual goals and objectives;
8. Effective time management and punctuality;
9. Professional appearance and demeanor at all times.

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EDUCATION and EXPERIENCE

High school diploma and three (3) years of relevant work experience or an equivalent combination of experience and education; managerial/supervisory experience and/or working in a court environment is preferred.

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. Frequent contact occurs with the Judges, Court Administration, attorneys, criminal defendants and families, civil litigants, co-workers and other court personnel.

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

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. **Current Court policy requires all employees to be fully vaccinated against the COVID-19 coronavirus as a condition of employment.** 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, December 9, 2022**, 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 216-443-8562.

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