

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

Job Title: Office Assistant
Department: All

Reports To: Department Head
Starting Salary: \$39,665.60

SUMMARY

This is an unclassified position held at the pleasure of the Court. The Office Assistant performs various clerical and administrative duties specific to the assigned department. Specific duties/instructions will be provided at time of hire. Work is assigned by the department head or designee 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, which include those specific to the assigned department. 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, other Court employees, attorneys, outside agencies and the public;
2. Knowledge and understanding of Court functions and procedures;
3. Proficiency in typing and data entry skills and Microsoft Office applications and ability to learn and work with the custom software utilized within the department and the Court;
4. Ability to operate various office machines (e.g., personal computers; copy, scanning/imaging and fax machines);
5. Excellent spelling, reading, grammar, punctuation and simple math skills;
6. Excellent organizational skills; ability to organize work, set priorities and determine necessary resource requirements; ability to determine sequence of activities to achieve goals and objectives;
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, constructively and positively in a team environment;
10. Ability to maintain sensitive and confidential information and the highest ethical standards;
11. Professional appearance and demeanor.

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EDUCATION and EXPERIENCE

A minimum of a high school diploma is required. Preferred: Prior clerical/administrative assistant experience. Court system/procedural experience is a plus.

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. Tasks may involve extended periods of time at a computer workstation (keyboard and monitor). Frequent contact is made with co-workers and other Court personnel, other agencies, attorneys 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. Applicants must submit a letter of interest and resume by **4:30 P.M. on Friday, May 3, 2024**, 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