

Job Opportunity

Summit County Court of Common Pleas

Domestic Relations Division

Classification: Court Secretary

Salary Range: \$25,000 to \$32,000 annually depending upon experience. - Full time position with benefits.

Office: Domestic Relations Court

Location: Summit County Courthouse 205 S. High Street, Akron, Ohio

Hours: Monday through Friday - 8:00 AM to 4:00 PM, some alternate or evening or weekend hours may be required.

To Apply: Send Resume and Cover Letter to VIA EMAIL ONLY TO:

Kenneth R. Teleis, Court Administrator
Summit County Domestic Relations Court
resume@drcourt.org

Deadline for applications: Position may be filled at any time. First consideration will be given to applications received by Friday, September 1, 2017.

JOB RESPONSIBILITIES: Under direction, types a variety of documents for Judges and Magistrates; transcribes dictation; schedules court hearings; generates and mails hearing notices; generates daily hearing schedule reports; answers multiple telephone lines; enters data into court case management system; answers public inquiries regarding court forms, procedures and case schedules; copies and mails judgment entries; transports files and documents to and from other offices; organizes and prepares files for hearings, and provides a variety of other clerical tasks to assist with the operation of the Court. These duties are exemplary and additional job duties may be assigned.

Essential Job Functions:

- 1) Operates computer and/or typewriter in order to prepare a variety of documents – e.g. Judgment Orders, etc;
- 2) Operates computer to enter and retrieve case schedule information, view and print documents and case dockets, and prepares files for magistrates' review;
- 3) Receives telephone calls on multi-line telephone, handles the call, schedules hearings as needed, or directs calls to appropriate parties;
- 4) Answers inquiries and provides procedural information and forms to the public
- 5) Transports files and documents within the court or to other offices;
- 6) Operates fax machine to send and receive fax communications;
- 7) Transcribes dictation;
- 8) Operates photo copy machine to duplicate documents and prepare documents for mailing;
- 9) Other duties as assigned by the court

Minimum Qualifications:

Three to five years secretarial experience; typing of at least 55 WPM; proficiency in Microsoft Word 2010 or above; excellent customer service and communication skills; ability to handle multiple tasks and multiple telephone lines simultaneously. Must be able to move a heavy cart fully loaded with case files throughout the building. Prior experience in the court system and/or dealing with the public is a plus.