

Job Opportunity

Summit County Court of Common Pleas

Domestic Relations Division

Classification: Court Typist – Part Time

Pay Range: \$ 20/hr. to \$22/hr. – 24 hours per week

Office: D o m e s t i c Relations Court

Location: Summit County Courthouse 205 S. High Street, Akron, Ohio 44308

NOTE: THIS IS **NOT** A REMOTE POSITION

Hours: Monday through Friday - 8:00 AM to 4:00 PM. – 24 hours per week

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

Thomas McLaughlin, Court Administrator

Summit County Domestic Relations Court

resume@drcourt.org

Deadline for applications: April 30th, 2026 at 4:00 PM although the position may be filled at any time.

JOB RESPONSIBILITIES: Under direction, type decisions, orders, miscellaneous pleadings, forms and documents for Judges and Magistrates. Logs receipt of pleadings with pertinent case information, confirm information in documents, e.g., dates, names, numbers. Communicates with judicial officers to resolve any issues/questions related to documents. Logs completion of documents and confirms that documents are posted on the Court's docket. Completes 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 case management program to enter and retrieve case schedule information, view and print documents and case dockets.
- 2) Operates computer to prepare a variety of documents – e.g. Judgment Orders;
- 3) Creates and maintains spreadsheets to track workload;
- 4) Transports files and documents within the court or to other offices;
- 5) Operates copy machine to fax, scan, duplicate, and email documents;
- 6) prepares documents for mailing;
- 7) Updates staff phone list;
- 8) Other duties as assigned by the court

Minimum Qualifications:

One to three years office experience; typing at least 40 WPM accurately; excellent customer service and communication skills; proficiency in Microsoft Office 365 programs. Prior experience in the court system and/or dealing with the public is a plus.