

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION: Civil Secretary I
Summit County Court of Common Pleas,
General Division

CLASSIFICATION/
SALARY RANGE: Unclassified/Non-Exempt
\$29,556.80 Minimum
\$34,216.00 Midpoint
\$38,896.00 Maximum

EMPLOYMENT: Full-time employment following successful
completion of 180-day probationary period

LOCALE OF EMPLOYMENT: Summit County Courthouse
Akron, Ohio

JOB DESCRIPTION AND
QUALIFICATIONS: SEE ATTACHMENT

PRE-EMPLOYMENT
TESTING REQUIREMENTS: Criminal Background Check; Pre-Employment
Drug and Alcohol Testing; Typing Test
preferred 55+wpm; Spelling and Grammar Test

APPLICATION: Letter of Interest and Resume must be sent
via email in word/pdf format to:
hr@cpcourt.summitoh.net

POSTING DATE: Applications accepted:
**Beginning October 4, 2021. Position open
until filled.**

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Civil Secretary 1	GRADE:	11
DEPARTMENT:	Department of Operations General Division	CLASSIFICATION:	Non-Exempt Unclassified
REPORTS TO:	Director of Operations	PAGE:	1 of 3

POSITION SUMMARY:

Under general supervision, types a variety of documents; provides information to the general public; performs a variety of clerical tasks to assist with efficient operation of office. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Secretaries perform any related civil or criminal duties required by the court, the Director of Operations, or the Assistant Director of Operations.

1. Operates typewriter and personal computer in order to prepare a variety of documents (e.g., court orders; proposed orders; trial schedules; notices of hearings, pre-trials, and trials; reports, inter-office memos, correspondence); proofreads documents, and corrects errors.
2. Performs a variety of clerical tasks to assist with the efficient operation of the court and its various offices (e.g., accesses and updates cases in SCORS [Summit Court Online Records System], schedules visiting judges and performs related clerical and administrative duties for visiting judges, files and retrieves documents, receives and responds to telephone and in-person inquiries, distributes mail, copies documents).

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Required Qualifications: Completion of secondary education supplemented by secretarial science courses, plus one (1) year clerical/secretarial experience, or equivalent.

Additional consideration will be given to individuals who have any of the following qualifications: an associate's degree, paralegal certification, or other advanced schooling; an understanding of legal terminology and procedures; previous experience as a legal secretary or in a court system or legal environment; knowledge of the functions of other courts and government agencies.

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**Knowledge,
Skills, and
Abilities:**

Operation of a variety of standard and complex office equipment, typing (preferred 55+ words per minute), personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, Excel and use of SCORS (developed after employment).

This position requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

Ability to effectively and professionally communicate verbally and in writing.

Pleasant personality and ability to interact and maintain effective working relationships with judges, employees, and others conducting business with the Court.

Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.

Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.

**Physical
Ability:**

Demonstrated dependability, reliability, and excellent attendance record.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

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REPORTS TO:	Director of Operations	PAGE:	3 of 3

Position Type/Expected Hours of Work: This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Civil Secretary I

Date

Administrative Judge

Date