

Court of Appeals of Ohio

Eleventh Appellate District

Ashtabula Geauga Lake Portage Trumbull

POSITION TITLE: Judicial Secretary

OVERVIEW

The Eleventh District Court of Appeals is seeking applicants for the position of Judicial Secretary. This position performs secretarial and administrative duties for assigned judge(s) and staff.

RESPONSIBILITIES

The following duties are usual for this position. These duties as outlined are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Reports and serves at the request of assigned judge(s).
- Prepares case specific documents for each case or motion on assigned judge's docket.
- Keeps files, answers telephone, and coordinates day-to-day activities/workflow of assigned judge's docket.
- Schedules appointments and coordinates arrangements for court-related meetings and conferences.
- Prepares and submits expense reports, case reports, memorandums, inter-office communications, and any other correspondence at assigned judge's request.

QUALIFICATIONS

- Two-year associate degree or equivalent work experience.
- Comprehensive knowledge and experience with Microsoft Office, particularly Word and Excel.
- Must possess excellent problem solving and communication (written and oral) skills.
- Must demonstrate proficiency in secretarial and organizational functions, including excellent proofreading ability and attention to detail and accuracy.
- Effective organizational skills, time management, reliability, and punctuality.
- Updates case information into the court's case management system and performs basic case management.

- Extensive knowledge and familiarization with internet access.
- Prior legal experience preferable, but not required.
- Ability to copy, fax and distribute documents.
- Ability to maintain effective, professional work relationships with co-workers and judges.
- Professional appearance and demeanor at all times.

OTHER

Salary is commensurate with experience. The Court offers health, vision, dental, and life insurance; employer contribution to the state retirement plan (OPERS); paid vacation, personal and sick time.

APPLICATION PROCESS

Qualified Candidates should submit a cover letter, resume, and references no later than November 30, 2021 to:

Shibani Sheth-Massacci, Court Administrator
ssmassacci@11thappealohio.us
Eleventh District Court of Appeals
111 High Street, N.E.
Warren, OH 44481

The Eleventh District is an equal opportunity employer that supports an alcohol, drug, and violence free work environment.