

Court of Appeals of Ohio

Eleventh Appellate District

Ashtabula Geauga Lake Portage Trumbull

POSITION TITLE: TEMPORARY CASE COORDINATOR

OVERVIEW

The Eleventh District Court of Appeals is seeking applicants for the position of a Temporary Case Coordinator. This position performs administrative duties for the court administrator, 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.

- Report and serve at the request of the court administrator and assigned judge(s).
- Enter all motions, briefs, etc., received into case management and route.
- Double check time stamps, amended complaints, and judgment entries and contact clerk's offices for missing items.
- Input new appeal information in the court's case management system.
- Handle attorney and pro se calls/concerns.
- Responsible for scheduling the Court's cases and assigning cases to Judges.
- Prepare hearing notices and enter scheduling information into case management.
- Arrange file pick up and file return from the clerk of courts.
- Contact attorneys and/or parties on hearing days if not present.
- Conduct Zoom conferences as needed.
- Prepare yearly hearing schedule for the Judges.
- Prepare and update the hearing schedule to post on court website.

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 organizational functions, including excellent proofreading ability and attention to detail and accuracy.
- Effective organizational skills, time management, reliability, and punctuality.
- Perform tasks in case management system.
- 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

Pay is commensurate with experience. The Court offers health and retirement benefits.

APPLICATION PROCESS

Qualified Candidates should submit a cover letter, resume, and references no later than August 12, 2022 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.