

# **SANDUSKY COUNTY**

## **COURT OF COMMON PLEAS**

### **POSITION DESCRIPTION**

**Agency:** Court of Common Pleas  
**Position Title:** Administrative Assistant  
**Reports To:** Judge / Court Administrator  
**Civil Service:** Unclassified

**Unit:** Judicial Services  
**Class Title:** Administrative Assistant  
**Employment:** Full-time  
**FLSA Status:** Exempt

#### **POSITION SUMMARY**

Provides confidential administrative and clerical support to the Judge and Court Administrator and assists with the efficient operation of the Court of Common Pleas. The position requires sound judgment, accuracy, professionalism, discretion, and the ability to manage court-related matters in a timely and organized manner.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain the Judge's calendar and daily schedule, including appointments, hearings, trials, meetings, and courtroom scheduling.
- Maintain and monitor the Judge's docket and case-management information to help ensure matters are processed accurately and timely.
- Review cases identified as needing attention and identify outstanding matters requiring follow-up; communicate or coordinate appropriate action as directed by the Judge or Court Administrator.
- Coordinate with visiting judges on assigned or referred matters, including scheduling and necessary case information and notices.
- Communicate with attorneys, parties, mediators, magistrates, law enforcement, court personnel, county offices, and the public regarding court business, while maintaining appropriate confidentiality.
- Work with the Prosecutor's Office, defense counsel, and other justice-system partners on time-sensitive criminal matters and scheduling issues.
- Prepare, review, and process correspondence, notices, forms, reports, and other court documents.
- Receive, route, and respond to telephone calls, mail, email, and in-person inquiries; greet and assist visitors professionally.
- Maintain organized electronic and paper records in accordance with Court procedures and applicable records requirements.
- Provide general administrative and clerical support to the Judge and Court Administrator.
- Perform other duties as assigned consistent with the needs and operations of the Court.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required.
- Four years of progressively responsible administrative, clerical, or secretarial experience, including at least one year of administrative support experience; experience in a court, legal, government, or criminal-justice setting preferred. An equivalent combination of education and experience may be considered.
- Working knowledge of office practices, records management, and professional administrative procedures.
- Knowledge of court operations, legal terminology, and the criminal-justice system preferred.
- Proficiency with computers, electronic case-management systems, email, word processing, document preparation, and other standard office technology.
- Valid Ohio driver's license with an acceptable driving record, when driving is required for Court business.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent written and verbal communication, organization, and customer-service skills.
- Ability to prioritize competing responsibilities, meet deadlines, and work independently with limited supervision.
- Ability to exercise sound judgment and maintain accuracy and attention to detail in a fast-paced court environment.
- Ability to establish and maintain effective working relationships with judges, court staff, attorneys, justice-system partners, county personnel, and members of the public.
- Ability to maintain the confidentiality and security of court information and handle sensitive matters with discretion and professionalism.
- Ability to understand and follow Court policies, procedures, and detailed written and verbal instructions.

**WORKING CONDITIONS**

Work is primarily performed in a professional office and courtroom environment. The position may have periodic contact with individuals who are upset, emotionally distressed, or potentially disruptive and requires the ability to remain professional and composed.

**POSITION DESCRIPTION NOTICE**

This position description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified or assigned based on the operational needs of the Court.

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Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date