

Part-Time Position
HOPE Court Coordinator/Court Staff Assistant
Sandusky County Courts

JOB DESCRIPTION

HOPE Court Duties – Must be a self-starter capable of working with little to no supervision; must be trustworthy and maintain integrity and confidentiality of the court at all times; manage caseload of participants; communicate well and have knowledge of local services to provide necessary treatment in order to minimize repeat offenses; gather information and provide concise summary of sanctions and incentives; community outreach; preparation of state and local reports and statistics; attend meetings and seminars; budget preparation for grant fund; obtain samples of breath or urine for the detection of illegal substances; maintain files and perform functions related to supervision of participants; clerical duties for HOPE Court; and other assignments as directed by the Judge/Court Administrator.

Court Staff Assistant - Must be a self-starter capable of working with little to no supervision; must be trustworthy and maintain integrity and confidentiality of the court at all times; communicate well with court staff; perform clerical duties and other assignments directed by court staff; ability to learn computer software with little direction; ability to keep court schedules; use of all office.

Direct Supervisor: Court Administrator

Pay: \$18.00 per hour, up to 20 hours a week; unclassified employee