

## **Court Reporter/Administrative Assistant**

Ross County Common Pleas Court General Division is seeking qualified candidates for a Court Reporter/Administrative Assistant position to work directly with the Magistrates.

Job Duties include: Monitor and record proceedings in matters before the Magistrates and the Ross County Grand Jury; prepare transcripts of hearings when requested; mark and store exhibits admitted in evidence; file all notes and records; prepare, file and distribute Magistrate orders and decisions; prepare files for Magistrate; process and gather documents required for hearings; prepare payroll; take and transcribe dictation; check service of cases in process; photocopy records; screen incoming and prepare outgoing mail; file and retrieve documents; complete monthly IV-D billing, annual IV-D time study, and annual inventory; summon grand jurors; respond to inquiries in a professional manner; and other duties and special assignments as directed by the Judges or Magistrates.

Required skills and qualifications include: Ability to deal with problems involving multiple variables; accurately interpret instructions; maintain confidentiality; occasionally lift and move file boxes and items weighing 25 pounds; operate office and audio video equipment; efficiently use computer software, including Word, Excel, and programs specific to the court; math skills, including calculation of fractions, decimals or percentages; proofreading; strong organizational skills; knowledge of office and court procedures and legal terminology; time management and attention to detail; excellent verbal and written communication skills; and ability to interact well with co-workers, attorneys, and the public. An Associate or Bachelor's degree is preferred, along with prior law office or court experience. Beginning salary will be \$22.50 per hour. Ross County offers medical, dental and vision insurance, along with an Ohio Public Employees Retirement System (OPERS) retirement benefit.

Only those candidates selected for an interview will be contacted. The selected candidate may be required to submit to a thorough background check. Those wishing to be considered for the position should submit a resume and cover letter by email to Court Administrator Dionna Orr, [dionnaorr@rosscountyohiocourts.gov](mailto:dionnaorr@rosscountyohiocourts.gov) by 4:00 p.m. on Friday, October 14, 2025.