

## **Judicial Administrative Assistant**

The Ross County Common Pleas Court General Division seeks to fill the position of **Judicial Administrative Assistant**. This is an unclassified position that works under the supervision and direction of the Court Administrator, Monday-Friday 8 a.m. to 4 p.m.

### **Position Summary:**

The Judicial Administrative Assistant performs a wide variety of confidential administrative, bookkeeping, and secretarial support services for the Court Administrator relating to the operation of the court.

### **Essential Duties & Responsibilities of the Position Include:**

- Answers phone, maintains calendar, schedules appointments, and responds to email.
- Prepares new hire paperwork, performs human resource services, and maintains employee personnel records.
- Collects employee timesheets, tracks all leave, prepares bi-weekly payroll, and maintains payroll records.
- Provides clerical support, including filing, scanning, copying, and proofreading documents.
- Creates files and sets up notebooks for grant tracking.
- Reviews all invoices, prepares purchase orders and vouchers, and utilizes the county's electronic accounting system software.
- Creates and maintains Excel spreadsheets that document account balances, invoices received, expenditures, and vendors.
- Assists in maintaining accurate records for court budget and grant accounts.
- Assists with preparation for audits and completion of annual year-end reporting.
- Assists with scheduling and preparation for the annual Administrative Docket Meeting.
- Operates postage machine as needed, posts and distributes mail, and delivers documents to the court, clerk, and other county offices.
- Assists in maintaining inventory control of equipment.
- Completes job-related trainings.
- Performs other duties assigned by the Court Administrator and the Judges.

### **Required Skills, Knowledge & Abilities Include:**

- Excellent verbal and written communication skills, including accurate spelling, punctuation, grammar, and legible handwriting.
- Proficient in the use of Microsoft Office applications.
- Time management and organizational skills, including ability to prioritize work and ability to work on several tasks simultaneously.
- Ability to use good judgment and work well with minimal supervision.
- Proven ability to use discretion and maintain confidentiality.
- Accurate mathematical skills and knowledge of basic accounting principles.
- Ability to understand and carryout complex verbal and written instructions.
- Familiarity with or ability to quickly master court related web-based systems and software, including CourtView, VIP Accounting, OCSS, and IntelliGrants.
- Knowledge of court policies and procedures and understanding of legal terminology.

- Ability to perform under pressure and maintain a professional demeanor.
- Ability to work well with co-workers, judges, the public, government personnel, and others.
- Ability to sit for extended periods of time and occasionally lift items weighing 10 pounds.

**Qualifications:**

High school diploma or the equivalent. Associate degree in business administration, office management, human resources, or a closely related field from an accredited college/university, or technical school or equivalent experience is preferred. Valid Ohio Driver's License.

**Compensation:** Beginning salary will be commensurate with qualifications and experience up to \$21.00 per hour. Ross County offers medical, dental and vision insurance, along with an Ohio Public Employees Retirement System (OPERS) retirement benefit.

**Application Process:** Those wishing to be considered for the position should submit a cover letter and resume by email to Court Administrator Dionna Orr, [dionnaorr@rosscountyohiocourts.gov](mailto:dionnaorr@rosscountyohiocourts.gov) by 4:00 p.m. on Friday, April 19, 2024. Only those candidates selected for an interview will be contacted. Qualified applicants will be required to submit to a background check and drug testing.