



Ohio Second District Court of Appeals

41 North Perry Street, Fifth Floor, P.O. Box 972, Dayton, Ohio 45422

EMPLOYMENT OPPORTUNITY:

JUDICIAL SECRETARY

(30 HOURS PER WEEK)

The Ohio Second District Court of Appeals has an opening starting in October 2017 for a Judicial Secretary (30 hours per week). The Judicial Secretary is assigned to one judge. The primary responsibilities of this position include daily oversight of the operations of the judge's chambers, managing the judge's caseloads, and preparing a variety of legal documents. Additionally, the Judicial Secretary serves as the court's bailiff during in-court sessions and provides administrative support to the Court Administrator.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Additional duties may be required and assigned.

1. Provide secretarial support to the judge including maintaining schedules, coordinating meetings and conferences, making travel and reimbursement arrangements, answering phone calls, and handling correspondence.
2. Coordinate the judge's assigned cases by opening and closing work files for assigned cases, storing and returning case files, tracking pending and closed assignments, and coordinating with the judge's legal staff to ensure completion of all assigned work. Compile and maintain case information in order to accurately prepare the judge's quarterly statistical report.
3. Format and type opinions, entries, decisions, and summaries as drafted by the judge and staff attorneys. Ensure proper circulation, release, and filing of legal documents in accordance with office policies.
4. Maintain and update the judge's computer files, work files, and records, including case records, CLE records, travel and reimbursement documents, and financial disclosure filings.
5. Act as the court's bailiff during oral arguments by setting up and closing the courtroom, opening court sessions, managing the court's Skype connection, greeting attorneys, and assisting the judges during arguments as needed.
6. Serve as primary back-up for phone duties and fill in for judicial secretaries and administrative support staff as requested by the Court Administrator.

7. Utilize the court's case management system (ACMS) as needed.
8. Perform other duties as requested by judges and/or the court administrator.

QUALIFICATIONS AND REQUIREMENTS

1. Minimum of an associate's degree strongly preferred.
2. At least two years of judicial and/or legal secretarial work.
3. Excellent phone and computer skills, including proficiency in Microsoft Office Word, Excel, and Outlook and standard phone and voicemail systems.
4. Excellent interpersonal skills and ability to communicate effectively with judges, court staff, and the public.
5. Full grasp of English grammar and sound knowledge of spelling and punctuation and the ability to produce work product of exceptional quality.
6. Strong organizational skills and the ability to work independently to handle multiple assignments, prioritize duties, and meet deadlines.
7. Ability to maintain sensitive and confidential information.
8. Reliable and punctual with a professional appearance and demeanor.

SALARY

The salary range for this position is \$18.60 - \$20.45 per hour commensurate with experience. Additionally, the Ohio Second District Court of Appeals provides a comprehensive State of Ohio benefits package.

To apply, submit a cover letter, resume, and references to Erin Scanlon, Court Administrator, Second District Court of Appeals, via email to ScanlonE@mcoho.org or by mail to 41 N. Perry Street, Fifth Floor, P.O. Box 972, Dayton, Ohio 45422 no later than **Friday, September 15, 2017**.

The Second District Court of Appeals is an equal opportunity employer.