

**MUSKINGUM COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
IMMEDIATE OPENING**

DATE: March 4, 2025

DEPARTMENT: Court of Common Pleas - Domestic Relations Division

POSITION TITLE: Assignment Commissioner

STATUS: Full Time/Unclassified (40 hours/week, Monday – Friday 8:00 am – 4:30 pm)

SALARY RANGE: Starting \$45,000/annual (Based on Experience & Qualifications)

DEADLINE: Open Until Position is Filled

QUALIFICATIONS

- High School diploma or equivalent
- College degree or completion of college coursework in related field a plus.
- Highly proficient in Microsoft word, excellent proofreading and editing skills
- Prior Court/law firm/other legal experience preferred
- General knowledge of computer word processing programs and other related computer programs
- Maintaining all information obtained through employment confidential
- Must be able to pass all pre-employment screenings.

RESPONSIBILITIES: Maintains administrative duties, provides clerical support and assists the Judge as requested. The assignment commissioner also provides backup support to the Magistrates and other employees as needed.

- Reviewing pleadings and documents for compliance with local rules.
- Ensuring case files include required case management information.
- Preparing accurate form entries responsive to routine motions.
- Updating and maintaining form entries in the case management system.
- Providing substantive proofreading and editing for entries prepared by the Judge or Magistrate.
- Efficiently and promptly scheduling hearing dates.
- Ensuring hearing dates are accurately entered into the case management system and shared calendar.
- Promptly filing entries with the Clerk and ensuring all motions and other documents filed with the Clerk are timely processed and addressed.
- Providing ongoing case management and support for all cases involving visiting Judges.
- Providing coverage to other employees as needed, maintaining a working knowledge of their duties.
- Always maintaining the standards and integrity of the Court.
- Coordinating the Help Desk, including scheduling local attorneys for the monthly sessions.
- Other duties include, but are not limited to, copy work, answering phones, distributing faxes, and providing general information to the public.
- Maintaining regular attendance, arriving at work on time, and dressing appropriately.

If interested, send Cover Letter and Resume, either by mail, email or in person by the deadline to:

**MUSKINGUM COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
ATTN: WENDY ROUSH, COURT ADMINISTRATOR
22 N. 5th Street
ZANESVILLE, OHIO 43701
EMAIL: wsroush@muskingumcounty.org
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