

MUSKINGUM COUNTY COMMON PLEAS COURT
DOMESTIC RELATIONS DIVISION
22 N. 5th St.
Zanesville, OH 43701
740-455-7190

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrative Assistant
REPORTS TO: Judge / Court Administrator
SALARY: Commensurate With Experience
EMPLOYMENT STATUS: Full-Time
HOURS: 8:00 a.m. to 4:30 p.m.
CIVIL SERVICE STATUS: Unclassified

POSTED: April 8, 2021
DEADLINE: prior to close of business on April 26, 2021

The Muskingum County Domestic Relations Court decides all cases involving divorce, dissolution, legal separation, allocation of parental rights and responsibilities for unmarried parties, certain third-party custody actions, child support matters, and civil protection orders.

An administrative assistant falls under the general supervision of the court administrator but is assigned to the Judge and the Magistrate. The administrative assistant is responsible for management of the dockets. The administrative assistant also provides backup support to the other employees when needed.

RESPONSIBILITIES:

- Perform all administrative functions to process cases assigned on both judicial officers' dockets, which include circulating documents, maintaining detailed recordkeeping, and updating court's case management system for cases.
- Provide final editing, proofreading, and preparation of decisions for final release.
- Type and prepare correspondence, judgment entries, and other documents.
- Answer telephone calls.
- Oversee the calendars for both judicial officers, which includes but is not limited to scheduling and coordinating court-related meetings and hearings via Zoom and email.
- Prepare and maintain all statistical reporting of cases for Reports to be submitted to the Ohio Supreme Court and other reports as needed.
- Perform other duties as directed by the court administrator and/or the assigned judicial officer.

QUALIFICATIONS: High school diploma or higher degree and requires the following: excellent keystroking skills; high proficiency in Microsoft Word; excellent proofreading and editing skills; superior command of spelling, grammar and punctuation; prior court/law firm/other legal experience preferred; excellent organization skills; ability to communicate with judicial officers, supervisors and co-workers; and ability to communicate with the public, attorneys, and other agencies with whom the Court works. This position is regularly exposed to sensitive information, which must be kept confidential. Must pass all pre-employment screenings.

BENEFITS: Available through Muskingum County for all eligible employees; additional information will be provided during the interview process. Muskingum County employees contribute to the Ohio Public Employees Retirement System.

APPLICATION PROCESS: Applications should include a cover letter and resume. Cover letters and resumes may be mailed to the address above, or emailed to the court administrator at wsroush@muskingumcounty.org. All applications must be received no later than close of business April 26, 2021.

ADDITIONAL INFORMATION: Employees of the Court are at-will employees and serve at the pleasure of the Court. Employees are not in the classified civil service and are not members of bargaining units. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information. The Court may decline to interview or hire a candidate who does not present the professional appearance, demeanor, and attitude expected of a representative of the Court.