

**CUYAHOGA COUNTY COMMON PLEAS COURT  
GENERAL DIVISION – JOB DESCRIPTION**

**Job Title:** Transcriptionist  
**Department:** Psychiatric Clinic

**Reports To:** Office Manager  
**Starting Salary:** \$39,665.60

**SUMMARY**

This is an unclassified position held at the pleasure of the Court. This position is primarily responsible for transcribing dictation by the professional staff of the Court Psychiatric Clinic. The Transcriptionist performs various clerical, administrative and procedural duties for the Director and professional and support staff of the Court Psychiatric Clinic. The Transcriptionist has limited decision-making responsibilities. Work is assigned by the professional staff and/or the Office Manager or his/her designee with general instructions. Errors are usually detected through self-review of completed work or by the Office Manager or the individual requesting the work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include accuracy and efficiency in the following:

1. Extensive typing (e.g., professional staff reports, social history reports).
2. Perform assigned data entry tasks.
3. Upon absence of Office Manager and/or Assistant Office Manager, coordinating and scheduling professional staff appointments and staff meetings.
4. Perform a variety of other related duties as required (e.g., filing, answering telephones, sorting and distributing mail, processing referrals, obtaining prosecutors' files and pre-sentence reports from Probation Department, sending out medical record requests).

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.*

**KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with staff, Court employees, attorneys and the public;
2. Superior spelling, grammar and punctuation skills;
3. Attention to detail and accuracy and the ability to understand and follow instructions and prioritize work;
4. Proficiency in Microsoft Office applications and ability to learn and work with the custom software utilized within the Clinic and/or the Court;
5. Proficiency in typing and data entry skills;
6. Ability to accurately transcribe dictation;
7. Ability to operate various office machines (e.g., personal computers, copy machines, fax machines);
8. Ability to promptly transmit work product from remote location (i.e. telecommuting);

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9. Ability to work under pressure with time constraints;
10. Ability to work cooperatively and collaboratively with Clinic professional and support staff;
11. Effective time management, reliability and punctuality;
12. Ability to maintain sensitive and confidential information;
13. Professional appearance and demeanor.

**EDUCATION and EXPERIENCE**

A minimum of a high school diploma is required. Knowledge of medical, psychiatric and psychological terminology is helpful.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position periodically requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. This position may require occasional contact with defendants who may be uncooperative and/or disruptive. However, security is on the premises. Frequent contact is made with Clinic staff and other Court personnel, judges, attorneys, defendants and defendants' families.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends.

**APPLICATION REQUIREMENTS**

Qualified applicants may be required to provide writing samples. Proof of education and employment references will be required before final interview. Valid Ohio Driver's License required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and a resume to:

Cuyahoga County Common Pleas Court  
Gregory Popovich - Court Administrator  
1200 Ontario Street  
Justice Center - 11th Floor  
Cleveland, Ohio 44113  
(e-mail: [infosys@cuyahogacounty.gov](mailto:infosys@cuyahogacounty.gov))

This posting will remain open until filled.

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All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8562.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

[www.cuyahogacounty.us](http://www.cuyahogacounty.us)