

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

Job Title: Office Assistant
Department: Criminal Records

Reports To: Bond Commissioner
Starting Salary: \$ 43,409.60

APPLICATION SUMMARY

This is an unclassified position held at the pleasure of the Court. This position performs various clerical and administrative duties specific to the Criminal Records Department. Specific duties/instructions will be provided at the time of hire. Work is assigned by the Bond Commissioner or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Prepare correspondence, memos, documents, reports and forms;
2. Perform administrative data entry tasks for specialty court programs and assist with reporting requirement to support local, state and federal grants;
3. Perform administrative, clerical, procedural and functional duties relevant to the assigned department and task; such as specialty court training, graduations and other meeting/event preparation;
4. Perform administrative referral identification and communication for a variety of specialty court programs;
5. Perform a variety of other related duties as required (e.g., filing, answering telephones, scanning/imaging).

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 Judges, other Court employees, attorneys, outside agencies and the public;
2. Knowledge and understanding of Court and/or Special Dockets functions and procedures;
3. Proficiency in typing, data entry skills and Microsoft Office applications and ability to learn and work with any custom software utilized by the Court and/or Special Dockets;
4. Ability to operate various office machines (e.g., personal computers; copy, scanning/imaging and fax machines);
5. Initiative to assume and master new duties as assigned;
6. Excellent spelling, reading, grammar, punctuation and simple math skills;
7. Attention to detail and accuracy and the ability to understand and follow instructions;
8. Ability to prioritize work assignments, meet tight deadlines and work independently, often with limited supervision;
9. Ability to be flexible and adapt to change with little notice;
10. Effective time management, reliability and punctuality;
11. Ability to work collaboratively, constructively and positively in a team environment;

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- 12. Ability to maintain sensitive and confidential information;
- 13. Professional appearance and demeanor consistent with the standards and expectations of the Court.

EDUCATION and EXPERIENCE

A minimum of a high school diploma and three (3) years of administrative/clerical or equivalent experience and/or education is required. Court system/procedural experience is a plus.

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 requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. Tasks may involve extended periods of time at a computer workstation (keyboard and monitor). Frequent contact is made with co-workers and other Court personnel, other agencies, attorneys and the general public.

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

Proof of education and employment references will be required before final interview. 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 by 4:30 P.M. on Monday, June 22, 2026, 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)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

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

Visit the Court's website:
<https://cp.cuyahogacounty.gov/court-information/employment-opportunities/>
or
Cuyahoga County's website:
www.cuyahogacounty.gov