

CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

Job Title: Chief Judicial Secretary
Department: Judicial Secretaries

Reports To: Deputy Court Administrator
Salary: \$73,881.60

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. The Chief Judicial Secretary's primary function is to ensure the timely completion of secretarial projects by receiving, delegating and processing Court secretarial tasks submitted by Court personnel (e.g., Judges, Court Administrator, Bailiffs, and Judicial Staff Attorneys). This position works closely with the Court Services Director to properly staff courtrooms needing secretarial services and/or coverage for other courtroom staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Coordinate the daily workflow of judicial secretaries, including assigning and prioritizing work to ensure timely, accurate, and efficient completion of departmental responsibilities;
2. Provide guidance and support to judicial secretaries regarding Court policies, procedures, work expectations, and the effective use of departmental equipment and resources;
3. Monitor staff performance and work quality, establish performance expectations, provide constructive feedback, and address performance or conduct concerns in accordance with Court policies and procedures;
4. Conduct annual performance evaluations of judicial secretaries, providing ongoing coaching and identifying opportunities for professional development;
5. Coordinate staffing and courtroom coverage in collaboration with the Court Services Director to ensure appropriate secretarial support during staff absences, scheduling changes, and other operational needs;
6. Assist with personnel administration, including reviewing and approving leave requests, maintain personnel records, and supporting compliance with departmental attendance and staffing expectations;
7. Participate in the recruitment, interviewing, selection, and onboarding of judicial secretaries, including coordinating training and providing ongoing support to newly hired staff;
8. Provide operational and administrative support to the Court Services Director, including assisting with departmental correspondence, mail distribution, telephone coverage, and other assigned responsibilities;
9. Provide guidance to other Cuyahoga County Common Pleas Court divisions regarding Jury Instructions;
10. Provide coverage for other judicial secretaries during absences.

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. Ability to provide guidance, support, and direction to judicial secretaries while promoting accountability, teamwork, and adherence to Court policies and procedures;
2. Ability to communicate professionally and effectively with the judicial secretaries and other Court personnel;
3. Ability to prioritize assignments, manage deadlines, coordinate workflow, and ensure timely and accurate completion of secretarial responsibilities;

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4. Proficiency in Microsoft Office applications, including Word, Excel, and Outlook, with the ability to prepare, review, and edit correspondence, reports, and other Court related documents;
5. Working knowledge of Court procedures, Lexis legal research resources, and other Court software;
6. Ability to exercise sound judgement, address routine operational concerns, resolve issues professionally, and recognize matters requiring supervisory intervention;
7. Ability to exercise discretion, safeguard sensitive and confidential information, and consistently uphold ethical standards;
8. Demonstrated reliability, punctuality, adaptability, and possess a professional appearance and demeanor consistent with the standards and expectations of the Court.

EDUCATION and EXPERIENCE

Minimum of high school diploma and four to seven years of relevant work experience, or an equivalent combination of experience and education.

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 environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with secretaries in the assignment of projects and with other Court personnel to coordinate the completion of projects (e.g. Judges, Bailiffs, and Judicial Staff Attorneys). Upon request of a Judge, contact is also made with the public to provide information.

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

APPLICATION REQUIREMENTS

Qualified applicants may be required to submit to testing. 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, fingerprinting, and drug testing for employment. Applicants must submit a letter of interest and a resume by **4:30 P.M. on Friday, November 6, 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)

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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.us/court-information/employment/>

or

Cuyahoga County's website

www.cuyahogacounty.gov