CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION

Job Title: **Executive Secretary/Clerical Supervisor**
Department: **Adult Probation**

Reports To: **Chief Probation Officer**

Salary Range: **$73,403.20**

SUMMARY

This is an unclassified position held at the pleasure of the Court. The Clerical Supervisor is assigned to the Probation Department and is responsible for overseeing the clerical division of the department and ensuring that Court documents/correspondence submitted for completion is processed timely and efficiently. This position also oversees activities of personnel at the intake, reception desks and record room. Meetings are held with the Chief Probation Officer or Deputy Chief Probation Officers as needed to address various issues. This position is required to perform administrative duties assigned by the Chief Probation Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Oversees the administrative workflow of the Probation Clerks to ensure tasks are executed timely and accurately (e.g. accuracy in processing probation intake files, assigning cases, imaging documents, etc.). Perform administrative duties assigned by the Chief Probation Officer;
2. Directs the daily work assignments and schedules of Probation Clerks. Train assigned Probation Clerks in all aspects of their duties and responsibilities, enforce policy/ procedures, conduct quality assurance audits, performance evaluations and monthly unit meetings;
3. Prepare and disseminate correspondence, memos, documents, reports and forms. Prepare and compile statistical reports as needed (e.g., GPS statistical reports, CBCF statistical reports etc.);
4. Reconcile and enter time entries for all Probation Department employees on a daily basis as well as keep timesheets updated;
5. Maintain operational continuity by providing direct operational coverage whenever a scheduled or unscheduled Probation Clerk absence occurs and alternative resources are unavailable;
6. Perform a variety of other related duties as required (e.g., conduct Computerized Criminal History Checks, maintain office supply inventory and order supplies as needed, take minutes during meetings, assist with department events and summer interns, answer and direct phone calls, scanning/imaging of documents, handle incoming and outgoing mail, etc.);
7. Greet and assist visitors and clients. Provide quality service that ensures all are treated with courtesy, dignity, and respect;

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

This position requires general secretarial skills to assist in the operation of the Probation Department. This position may involve the following:

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1. Ability to communicate effectively, both orally and in writing with staff, Court employees, attorneys, outside agencies and the public;
2. Ability to learn and understand the Court and the Probation Department functions and procedures;
3. Strong problem-solving skills and ability to work under pressure;
4. Ability to operate various office machines (e.g., computers, typewriters, copiers, scanning machines, etc.);
5. Proficient in the use of CJIS and other office software (e.g. MS Office Suit, GPS monitoring system etc.);
6. Ability to organize, multitask and prioritize duties to meet deadlines;
7. Demonstrate attention to detail and accuracy and the ability to understand and follow instructions;
8. Demonstrate effective time management, reliability and punctuality;
9. Possess the ability to work independently and collaboratively in a team environment;
10. Possess the ability to maintain sensitive and confidential information;
11. Professional appearance and demeanor consistent with the standards and expectations of the Court.

EDUCATION and EXPERIENCE

Required: High school diploma. Preferred: Associate Degree in business, public administration or a related field with a minimum of two (2) years' experience in a court system and/or supervisory experience in an office environment.

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. Frequent contact is made with Probation Officers, clients, various other court personnel and the general public to exchange information.

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

This is a grant-funded position. If the grant monies are reduced or eliminated, this position could be eliminated. Qualified applicants will be required to submit to testing. 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

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criminal history background check, fingerprinting, and drug testing prior to employment. Applicants must submit a letter of interest and a resume by **Friday, November 13, 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.us/court-information/employment-opportunities/
or

Cuyahoga County's website:
www.cuyahogacounty.gov