CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION

Job Title: **Courtroom Assistant**
Department: **Central Scheduling**

Reports To: **Central Scheduling Supervisor**
Starting Salary: **$44,678.40**

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position primarily involves delivery of documents and correspondence throughout the Court. This position also involves assisting Judges with the orderly operation of the courtroom and efficient management of the docket.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Retrieving case files for court proceedings, and assisting in the annual physical inventory of all criminal and civil cases on the assigned Judges' dockets;
2. Separating and distributing court documents to co-workers;
3. Substituting as bailiff when required;
4. Filing loose pleadings in case files;
5. Retrieving and processing mail;
6. Performing a variety of other related duties as required (*e.g.*, assisting jury during trial).

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, to provide necessary information to Judges, staff, Court employees, attorneys, litigants, outside agencies and the public;
2. Ability to work independently, organize, and complete assigned work without specific direction or instruction regarding manner of completion;
3. Ability to work without daily supervision and organize and prioritize duties;
4. Attention to detail and accuracy and the ability to understand and follow directions;
5. Familiarity with Court operations;
6. Demonstrate effective time management, reliability and punctuality;
7. Ability to work collaboratively, constructively and positively in a team environment;
8. Ability to maintain sensitive and confidential information and the highest ethical standards;
9. Proficiency in the use of computers and various office machines (*e.g.*, keyboards, fax machine, copiers/ scanners);
10. Proficiency in the use of Microsoft Office applications; ability to learn and use any custom software utilized by the Court;
11. Ability to use remote conferencing applications, *e.g.* Zoom;
12. Possess a professional appearance and demeanor consistent with the standards and expectations of the Court.

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EDUCATION and EXPERIENCE

Minimum of high school diploma; currently-enrolled college or law student with knowledge of court system 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 environment with no unusual demands or exposure to hazardous situations. The position requires a significant amount of walking to and from courtrooms and various departments of the Court. Frequent contact is made with the assigned Judge(s), supervisor and other Court personnel, particularly to discuss work assignments; also with attorneys, litigants, 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 prior to employment. Applicants must submit a letter of interest and resume by **Friday, December 11, 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 is 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