

Position Title: Assistant Assignment Commissioner

Division:	Common Pleas, Probate & Juvenile	FLSA Status:	Non-exempt
Reports to:	Court Administrator	Civil Service Status:	Unclassified
Probation:	1 Year	Work Hours:	40 hrs a week
Yearly Salary:	\$ 37440.00	Hourly Rate:	\$18.00
Yearly Medicare:	\$ 542.88	PERS:	\$5242
		Workers Comp:	\$561.60

Job Summary

The Assistant Assignment Commissioner is responsible for scheduling all cases/dockets for Judge and Magistrate. The Assignment Commissioner also ensures that cases and hearings are scheduled in a timely manner in accordance with Ohio Revised Code and/or the Constitution of the United States and State of Ohio and tracks the movement of cases for monthly reporting to the Supreme Court of Ohio.

Essential Responsibilities

- Ensures that cases are scheduled in compliance with time requirements pursuant to the Rules of Superintendence, local rules, and statutes. Schedules all cases from court locations into the case management system.
- Reschedules pending cases as requested by Judge or Magistrate. Does bulk transferring to ensure even caseloads. Performs other related duties as requested by the Magistrates or Judges.
- Distributes dockets daily, weekly, and monthly to departments within and outside the Court System.
- Responds to telephone and in-person inquiries regarding case assignment and Court functions from attorneys, court personnel, and the general public. Helps to solve and resolve issues that are brought from attorneys, court staff and general public.
- Conducts research on monthly reports and compiles data for preparation of the monthly Common Pleas, Probate and Juvenile Supreme Court statistical reports for Judges.
- Attend and participate in meetings to discuss various court-related issues including, but not limited to, differentiated case management/quality control, procedural changes, scheduling systems and employee issues.
- Reassigns cases on judicial Recusals and corresponds with the Supreme Court to coordinate assignment and coordination of each case.
- Performs other duties as assigned.
- Registers formal pleas on printed calendars and retrieves the appropriate files for court.
- Answers incoming calls and directs them to the appropriate personnel or department.
- Images court documents into court case management system.
- Provides certified copies of various legal documents to the judiciary, attorneys, law enforcement and the public as requested.
- Enters and verifies data into a computer on filings made in the Court.
- Processes and records the filing of various criminal and civil actions in the court.
- Provides information regarding court procedures, case status, and other court information to the public.

Performs Duties With Proper Respect and Fiduciary Obligations to Supervisors, Co-Workers, and Community.

- Accepts direction from court administrator, and the judge.
Respectfully interacts with co-workers, supervisors and public.
- Maintains a positive attitude and strong work ethic, providing exceptional customer service at all times.
- Ability to prioritize work, perform a variety of duties and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints
- Ability to effectively and professionally communicate verbally and in writing to a diverse audience.
- Demonstrate dependability, reliability, and an excellent attendance record
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability and sound judgment are strong qualities that will benefit this position and office
- Applies attention to detail in performance of all duties

Qualifications

- High School Diploma or Equivalent.
- Two years secretarial or clerical experience, preferably in a judicial environment.

Please send resumes to vgrooms@adamscountycourts.com

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.