



Warren County, Ohio Court of Common Pleas Job Opportunity

Posting Number: 24.6.18
Date Posted: June 18, 2024
Deadline to Apply: Open Until Filled

POSITION: Administrative Assistant

DEPARTMENT: Warren County Court of Common Pleas – Court Services Department
LOCATION: 520 Justice Drive, Lebanon, OH 45036
WORK HOURS: 80 hours bi-weekly (full-time) 8:00 am – 4:30 pm (may vary)
FLSA STATUS: Hourly/Non-exempt
REPORTS TO: LEAD Admin and/or Designee
SALARY RANGE: \$40,000

Listed below are the QUALIFICATIONS for the position:

The applicant should possess superior customer service skills and excellent verbal communication. The applicant must have the ability to interface pleasantly and professionally with the public and staff. The applicant needs to have strong and effective communication and interpersonal skills over the phone and in person with strong problem solving and organizational skills. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, other agency personnel and the general public. The applicant must have the ability to effectively handle multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes in workload demand. The position requires the knowledge and ability to use Word and Excel and be willing to be trained on other software packages. The applicant needs to have the ability to contribute to group efforts, establish positive relationships with other employees, seek/accept input and develop/implement problem solving solutions. The ability to complete work in an accurate, neat, timely and well-organized manner is a must. The applicant needs to be detail oriented and possess strong organization and written skills, strong data entry skills, and be able to work independently or as part of a close team. The applicant must be able to pass a criminal background check and drug test.

Listed below is a summary of the JOB DUTIES:

The applicant will be responsible for answering multi-line telephone system, being the face of either Warren County Common Pleas Court and/or Court Services. This applicant will be responsible for covering the front Information desk and/or Court Services desk for lunches, vacations and other times as needed. The applicant will assist with client check-in and notifying officers. Additionally, assists with monitoring of Court Services lobby for issues and needs. The applicant will assist with yearly archiving of records. The applicant will process warrants within Court Services and monitor officer caseload rotations. This position will be cross trained to learn the positions of several different court staff in order to be able to step into that position as needed (floater). This applicant must be capable of operating a personal computer and various software, 10-key calculator, fax machine, photocopier, postage machine, scanner, multi-line telephone system and miscellaneous office equipment and accessories customarily used in an office environment. The applicant must tolerate exposure to defendants and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people. May be exposed to blood, bodily fluids and tissue and must adhere to Universal Precautions. The applicant must be comfortable handling urine specimens as an essential job function. The applicant must attend the required training and obtain hours as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume to the below email address.

EMAIL: CourtServices@co.warren.oh.us