

AKRON MUNICIPAL COURT **COURT EXECUTIVE ASSISTANT**

DEFINITION

This is administrative support work to assist the Court Administrator and Judges in the overall operation of the Akron Municipal Court. This position performs confidential work under the general supervision of the Court Administrator with considerable independent responsibility for carrying out duties and responsibilities of the position.

CHARACTERISTIC WORK

ADMINISTRATIVE – Provides administrative support to the Court Administrator and Judges; Duties include performing confidential work requiring a high level of judgment and discretion; Fills in during the absence of the Court Administrator for general administrative duties under the direction of the Administrative Judge. Acts as liaison between the Court and other City departments (payroll, benefits and employee records), public officials, attorneys and the general public. Answers incoming calls and general questions from employees and the public on difficult or sensitive matters of policy. Coordinates and participates in a variety of special projects. Researches and compiles background data necessary to support activities of the Court Administrator and Judges.

PURCHASING/BUDGET/PERSONNEL – Assists in the preparation of the annual operating budget and other financial work relating to the budget. May monitor court expenditures against budget allocation. Schedules visiting judge coverage and makes travel arrangements for the Judges & Magistrates; Participates in cross-training and fill-in assignments as necessary. Processes a variety of internal documents such as payroll records, expenditure vouchers, personnel reports, purchase requisitions, attendance records and travel vouchers. Monitors continuing education courses for the judges, magistrates and other court personnel. Assists in maintaining the court's personnel system and onboarding new staff.

Performs secretarial and office support duties such as ordering court forms and supplies as necessary. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of court procedures and operations; Ability to relate well to the public, judges, attorneys and court personnel. Ability to coordinate activities within the court. Ability to work with and maintain confidential information. Ability to manage and follow through with multiple projects and tasks simultaneously. Ability to maintain effective working relationships with court staff and customers. Ability to demonstrate professionalism at all times, including when interacting with dissatisfied customers or employees; work effectively to ensure accurate, thorough and timely completion of assignments; Ability to remain calm under pressure. Ability to adjust work schedule and remain flexible to meet changing work needs and demands; Strong interpersonal skills, including excellent verbal and written communication skills; Accurate and proficient typing and proofreading skills. Demonstrated PC experience, including proficiency with multiple software packages and ability to learn new software quickly. Extensive knowledge of office management and practices. Previous customer service experience.

EDUCATION AND EXPERIENCE

High school diploma. Five years of upward and increased responsibility in the level of duties and experience in court activities as well as office management or equivalent. Experience in communicating with the public.

The salary range is \$45,338.00 to \$60,652.80 Please submit resumes no later than Tuesday, February 19, 2019 by email MJackson2@akronohio.gov , fax (330) 375-2303 or mail to:

Montrella S. Jackson, Esq.
Akron Municipal Court Administrator
217 South High Street Suite 713
Akron Ohio 44308

AN EQUAL OPPORTUNITY EMPLOYER