



FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.
Columbus, Ohio 43215-4520
(614) 645-8214
Employment Opportunity

JOB TITLE: Secretary
DEPARTMENT: Judges
PAY GRADE: 6
STARTING SALARY: \$20.26/hour (\$42,140.80/year)
HOURS: Full-time 8 a.m. to 5 p.m. or as assigned
POSTED: Jan. 6, 2022
DEADLINE: Jan. 20, 2022

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is the largest and busiest municipal court in Ohio. The court has 14 judges in its general division and one judge in the environmental division. Judges preside over civil, criminal and traffic cases, and conduct both jury and court trials. The court's jurisdiction includes traffic cases, misdemeanor criminal cases and civil cases where the amount at issue is \$15,000 or less. The environmental division has exclusive jurisdiction to enforce local codes and regulations affecting real property such as fire and building codes. The geographic jurisdiction of the court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. The Franklin County Municipal Court is the judicial branch of the City of Columbus government despite its jurisdiction and name.

The court has eight secretaries for the 15 judges. A judge's secretary works in an office suite consisting of judges and bailiffs. The secretary acts as the office manager, performing all tasks necessary for the efficient, professional operation of the office, which includes but is not limited to typing, filing, answering telephones, taking messages, scheduling meetings and greeting visitors. A judicial secretary reports on a daily basis to the judge or judges in the chambers to which the secretary is assigned and to court administration for all administrative matters. The current opening is for a secretary who will be assigned to Judges James Green and Jarrod Skinner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as office manager for the assigned judicial suite or chambers
- Prepares, types proofreads and distributes legal documents such as letters, entries, opinions, reports, and other documents from handwritten drafts, dictating equipment, or other sources
- Answers telephones, take messages, and greets visitors, providing routine information and directing inquiries to the proper office
- Answers questions from those doing business with the court
- Maintains supply of court forms
- Responds to routine correspondence

- Operates office machines and act as key operator for copy and fax machines
- Orders and tracks use of office supplies
- Picks up and distributes mail daily
- Arranges meetings
- Coordinates travel arrangements to seminars and conferences, and keeps records of conferences and continuing legal education attendance
- Prepares and submits documentation regarding vacation leave and conference attendance
- Maintains appointment calendar
- Takes minutes at meetings
- Attends secretarial meetings
- Provides secretarial coverage when other secretaries are absent from work, at lunch or in meetings
- Performs other duties as assigned and may be assigned to other departments of the court if needed

QUALIFICATIONS AND REQUIREMENTS

- One to two years of previous secretarial experience
- Ability to accurately type 55 words per minute
- Knowledge of common office practices, procedures and equipment
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and CourtView 2000
- Ability to type with speed and accuracy, take shorthand or speedwriting, and operate dictation equipment
- Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences
- Pleasant personality and ability to interact and maintain effective working relationships with judges, employees and others conducting business with the court
- Conscious of and sensitive to the diversity within the court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the court
- Demonstrated dependability, reliability and excellent attendance record
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability and ability to multitask

Additional consideration will be given to applicants who have any of the following qualifications: an associate's degree, paralegal certification or other advanced education; an understanding of legal terminology and procedures; previous experience as a legal secretary or in a court system or legal environment; ability to operate a dictation machine and take dictation by shorthand or speed writing; knowledge of the functions and locations of other courts and government agencies; the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language.

COURT EXPECTATIONS OF EMPLOYEE

The court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues in completing the duties and responsibilities of the position.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit-union membership; and legal and identity-theft protection services.

Court employees are members of the Ohio Public Employees Retirement System which provides retirement, disability, and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The court pays the required employer's share of 14 percent of an employee's salary. Employees do not have Social Security taxes withheld from their pay because they are members of OPERS.

APPLICATION PROCESS

The following application materials should be submitted via e-mail to CourtHR@fcmclerk.com by the posted application deadline.

- Resume and cover letter describing with some specificity how an applicant's qualifications match those required for the position
- Completed Franklin County Municipal Court Judges' online employment application:
<https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>

AT-WILL EMPLOYMENT AND EQUAL-OPPORTUNITY EMPLOYER

Employees of the court are at-will employees and serve at the pleasure of the court; they are not in the classified civil service system and are not members of bargaining units. The court is an equal opportunity employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.