



FRANKLIN COUNTY MUNICIPAL COURT

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

JOB TITLE: Self Help Center Administrative Assistant
DEPARTMENT: Self Help Center and Dispute Resolution Department
PAY GRADE: 4
STARTING SALARY: \$26.45/hour (\$55,016.00/year)
FLSA: Non-exempt
HOURS: Full-time 8 a.m. to 5 p.m. or as assigned
POSTED: March 14, 2023
DEADLINE: March 28, 2023

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 in its 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 Franklin County Municipal Court Self Help Center was created in 2015 as a cost-effective solution to Ohio's access to justice problem. Center staff provide legal information, not legal advice, about civil matters in Municipal Court including the sealing of criminal records, landlord/tenant disputes, small claims and general claims lawsuits, and commercial debt collection. The Center assists the Court through the three goals in its mission: to improve court filings, increase access to justice, and provide a positive point of contact between the Court and the community.

Under the direction of the Managing Attorney, the Self Help Center Administrative Assistant will assist self-represented litigants with accessing center services through the Center's in-person office hours and the online Opportunity Port record sealing program, collect and maintain data about Center services, and perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as the office manager for the assigned suite or office
- Enters and maintains record-keeping data
- Performs administrative duties for the Center's Opportunity Port services
- 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
- Greets Center visitors and assists with visitor intake
- Maintains supply of Court forms
- Responds to routine correspondence

- Operates office machines and acts as key operator for copy and fax machines
- Orders and tracks use of office supplies
- Picks up and distributes mail daily
- Arranges meetings
- Attends secretarial meetings
- Performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- High-school diploma
- 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 speed writing, and operate dictation equipment
- Ability to communicate verbally effectively and professionally 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 schooling; 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.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes medical, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick-leave reciprocity; employee-assistance and deferred-compensation programs; tuition reimbursement; and credit-union membership.

Court employees are members of the Ohio Public Employees Retirement System that provides retirement, disability, and survivor benefits for public employees. The Court pays the required employer's share of 14 percent of the employee's salary. Court employees do not have Social Security taxes withheld from their paychecks because they are members of OPERS.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Assistant Morgan Smith that describes with some specificity how their qualifications match those required for the position by the application deadline.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online by submitting materials to HumanResources@franklincountymunicourt.org. Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants are encouraged not to call or contact the human resources director any Court employee concerning their applications.

COURT EXPECTATIONS OF EMPLOYEE

The Court expects employees will adhere to all court policies, guidelines, practices, and procedures; act as role models both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisors about department issues.

AT-WILL 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.