

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Position: Administrative Assistant to Judge Ray
Status: Full-time
Wage: Starting Rate \$21.00
Dept./Div.: Common Pleas Court

Job Description:

We are seeking a highly motivated and experienced Administrative Assistant to join our team. The ideal candidate should be a high school graduate with at least 4 years of secretarial experience, preferably in a legal environment. The candidate must demonstrate a good understanding of the operations of the criminal justice system and court procedures.

Qualifications:

- High school diploma or equivalent.
- Minimum of 4 years of secretarial experience, preferably in a legal environment.
- Strong knowledge of the operations of the criminal justice system and court procedures.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, Outlook).
- Exceptional attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Must maintain consistent and reliable attendance.
- Must be a self-starter capable of working with little or no supervision.

Preferred Skills:

- Experience working in a legal setting or with legal documents.
- Familiarity with legal software and case management systems.
- Previous experience in a court or government agency.

Responsibilities:

- Provide administrative support to the Judge and the Magistrate including but not limited to managing schedules, drafting correspondence, and organizing files and documents.
- Assist with case preparation and management, including compiling and organizing court filings, and other legal documents.
- Maintain confidentiality and integrity of sensitive information related to court proceedings and legal matters.
- Gather information as requested by attorneys or other team members.
- Communicate effectively with litigants, attorneys, court personnel, and other stakeholders in a professional manner.
- Perform general office tasks such as answering phones, handling mail, and maintaining office supplies.

Benefits:

The selected applicant will participate in Ohio Public Employees Retirement System (PERS). The selected applicant is eligible for vacation, sick leave, health insurance, deferred compensation, life insurance, and paid holiday leave. If you meet the above qualifications and are looking to join a dynamic team in a challenging yet rewarding environment, we encourage you to apply.

Application Instructions:

To apply, please submit a completed County Application and your resume and/or cover letter detailing your relevant experience and why you are interested in this position.

Mail County Application and resume and/or cover letter to 100 N. Park Ave. Fremont, OH 43420
Attn: Megan Miller

Email to mmiller@sanduskycountyoh.gov

Applications can be found at <https://sanduskycountyoh.gov/index.php?page=links>