

The Ross County Court of Common Pleas Court 1 is seeking qualified candidates for an **Administrative Assistant/Court Reporter** position.

Job Duties include: Monitor and record proceedings in courtroom and when necessary for the Grand Jury; prepare transcripts of hearings, trials, or appeals when requested; mark and store exhibits admitted in evidence; release exhibits to authorized parties; prepare jury charges and verdict forms for jury trials; file all notes and records; prepare, file and distribute court decisions; prepare files for judge; process and gather documents required for court hearings; order supplies; maintain budget records as requested; take dictation; respond to inquiries in a professional manner; check service of cases in process; photocopy records; screen incoming and prepare outgoing mail; file and retrieve documents, and other duties and special assignments as directed by the judge.

Required skills and qualifications include: Ability to deal with problems involving multiple variables; accurately interpret instructions; maintain confidentiality; occasionally lift and move file boxes and items weighing 25 pounds; operate office and audio video equipment; efficiently use computer software, including Word, Excel, and programs specific to the court; math skills, including calculation of fractions, decimals or percentages; proofreading; strong organizational skills; knowledge of office and court procedures and legal terminology; time management and attention to detail; excellent verbal and written communication skills; and ability to interact well with co-workers, attorneys, and the public. An Associate or Bachelor's degree is preferred, along with prior law office or court experience. Beginning salary will be commensurate with qualifications and experience between \$18 to \$21 per hour. Ross County offers medical, dental and vision insurance, along with an Ohio Public Employees Retirement System (OPERS) retirement benefit.

Only those candidates selected for an interview will be contacted. The selected candidate may be required to submit to a thorough background check. Those wishing to be considered for the position should submit a **resume and cover letter** by email to Court Administrator Dionna Orr, [dionnaorr@rosscountyohio.gov](mailto:dionnaorr@rosscountyohio.gov) by **4:00 p.m. on Thursday, July 22, 2021**.