

Ohio Tenth District Court of Appeals

Job Description

The Ohio Tenth District Court of Appeals is an at-will, equal opportunity employer that seeks to attract, employ, and retain highly skilled and motivated individuals. The court is currently seeking to fill the position of Judicial Administrative Assistant to provide skilled, proactive administrative support to judges of the Ohio Tenth District Court of Appeals. Judicial Administrative Assistants are assigned to 2-4 of the court's 8 appellate judges and visiting judges appointed by the Ohio Supreme Court.

Employment Opening: Judicial Administrative Assistant

Work Location: 373 South High Street, 24th Floor, Columbus, OH 43215

Schedule: Full-time; 8:00 a.m. to 5:00 p.m.

Compensation: Range: \$60,700 - \$76,700

Benefits: The State of Ohio offers an excellent benefits package that includes medical insurance (dental and vision insurance at no cost after one year of service), 11 paid holidays, employer contribution into OPERS pension plan, and more.

Posting End Date: November, 4, 2022

Job Function: Operational and Administrative Support

Contact: Presiding Judge Betsy Luper Schuster at blschuster@franklincountyohio.gov

What you will do:

Perform administrative tasks as assigned.

Maintain judicial dockets and judicial calendars; answer judicial phone lines and take or forward messages; create judicial reports.

Edit and proofread judicial decisions; monitor the circulation of draft decisions.

Work closely with judicial and court staff attorneys; interact with all court personnel in a professional manner to answer questions and resolve problems in an effort to maintain an efficient court work flow.

Qualifications:

B.S. or B.A. from an accredited college or university; or, 8 plus years legal assisting experience in a court, law firm, or other legal setting.

Ability to maintain confidences and exercise sound judgment and discretion.

Knowledge of English grammar and punctuation, records management, and administrative practices and procedures.

Skill in use of Microsoft Office, personal computers and office machines, such as copy and fax machines.

Skill in use of online legal research databases.

Demonstrated and exceptional attention to detail and accuracy.

Ability to work well in a team environment and exercise professionalism in a court environment.

Regular and reliable attendance is required.

To apply:

Submit a resume and cover letter to:

Presiding Judge Betsy Luper Schuster

blschuster@franklincountyohio.gov

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Columbus, OH 43215