



Lorain County Domestic Relations Court

Position Description

Classification Title: Assignment Commissioner

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Court Administrator
Civil Service Status:	Unclassified	Division:	Administration

DISTINGUISHING JOB CHARACTERISTICS

Schedules court proceedings, maintains the dockets of the Judges and Magistrates and processes various court documents. Assists the public, professionals, and other agency staff at a designated public counter and answers telephone calls and checks in parties and witnesses for court hearings. Maintains daily Supreme Court logs, compiles data, and prepares monthly Supreme Court activity reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Maintains the daily dockets for the Judges and Magistrates. Schedules court hearing and processes related records. Assists the public, professionals, and other agency staff at a designated public counter and answers telephone calls and checks in parties and witnesses for court hearings. Maintains daily Supreme Court logs, compiles data, and prepares monthly Supreme Court activity reports.

Demonstrates regular and predictable attendance; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES

As directed by Court Administrator.

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

Computer; printer; telephone, adding machine, fax machine, copier, scanner/imager, shredder, and other general office equipment.

CONTACTS WITH OTHERS

Contacts with other divisions and departments, both within the Court and outside the Court, to furnish or obtain information, and help solve scheduling conflicts with clients and attorneys; requires

considerable tact to avoid friction and obtain cooperation. Contacts include, but are not limited to Attorneys, Magistrates, Judges, law enforcement officials, public officials, and the general public.

CONFIDENTIAL DATA

Work involves some confidential information and access to public records that contain sensitive information, which if disclosed, might have a minor adverse internal or external effect.

WORKING CONDITIONS

Work is subject to frequent interruptions and constant reprioritization of work activities. Work is performed in an office setting under good conditions with occasional exposure to noise, dust, heat or some other disagreeable element.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing the duties of this job, the employee is required to sit, speak clearly, and hear. Work is essentially sedentary with occasional walking, standing, bending, transporting items up to 10 pounds, such as papers and files. Employee converses with others in person and by telephone. Tasks performed require concentrated mental and visual attention and coordination at least 50% of the time and performed to close limits of accuracy. Sometimes requires rapid and precise manual dexterity or eye/hand coordination.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Computerized office programs, including but not limited to the court's case management programs; standard English grammar, basic arithmetic and general office practices; general court and office policies and procedures; some knowledge of Clerk's Office operations and processes; knowledge of the Court's local rules, general practices of the Court, state statutes, legal procedures and legal terminology.

Ability to: Read, write, and understand the Standard English language; effectively work and communicate verbally and in writing with co-workers, other court staff, and members of the general public; and demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals. Ability to exercise patience, objectivity, maturity, effectiveness under stress, initiative and adaptability.

Skill in: Operating personal computer; Microsoft Platform; Designated Case Management System(s); general typing; word processing; reading, copying and recording data; arranging items in alphabetical, numerical and subject order; operating general office equipment.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school diploma, GED or equivalent and at least 1 year of experience in a court setting.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Possession of a valid Ohio driver’s license and a demonstrated safe driving record. Must be eligible to drive under the County Commissioner’s Driver/Vehicle Risk Reduction Program.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operators License and proof of insurance.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Authorized Court Management Representative

____/____/____
Date

EMPLOYEE UNDERSTANDING

Employee

____/____/____
Date