

TOLEDO MUNICIPAL COURT-Court Administrator's Office  
CLASS SPECIFICATION  
**Judges' Secretary**

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Department:	Court Administrator's Office
Reports To:	Court Administrator
Job Code:	8025
Date Established:	April 1, 1983
Ordinance No:	248-83
Salary Level:	5
Amendments:	Amended August 5, 1992 per Personnel Committee and Presiding Judge
Classification Last Revised and Approved:	August 5, 1992; May 13, 2005; April 4, 2016

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**DEFINITION:** Works under the general supervision of the Court Administrator. Performs a variety of secretarial and clerical functions in support of individual Judges, Magistrates, Housing Specialists, Human Resource Officer, Finance Officer, Deputy Court Administrator and the Court Administrator. Performs, as assigned, special functions or miscellaneous duties, such as substituting in other departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

➤ **Prepares correspondence and other materials on a variety of general and technical topics, including highly confidential subject matter.** Including, but not limited to, composing and preparing correspondence on routine matters, taking minutes of meeting and transcribing dictation.

➤ **Word Processing.** Including, but not limited to, preparing general correspondence, court orders, jury instructions, journal entries, court forms, magistrate reports, and miscellaneous reports.

➤ **Schedules meetings, appointments, and travel.** Including, but not limited to, receiving and processing travel requests including all meeting and conference registrations, travel reservations, and preparing all paperwork for payment/reimbursement of expenses.

➤ **Acts as receptionist by answering and screening telephone calls and visitors.** Including, but not limited to, taking and delivering messages for judges and court staff, responding to inquiries with proper information, or making referrals as appropriate.

➤ **Performs routine clerical functions.** Including, but not limited to, opening and distributing mail, maintaining complex files and records, operating and maintaining all office equipment.

➤ **Miscellaneous Duties.** Including but not limited to, providing back up support for the Finance Officer in her absence, processing outgoing mail and mail delivery to Government Center, arranging weddings.

➤ **Other duties as assigned.** The Toledo Municipal Court Judges' Division retains the right to add, delete or modify the duties of this position at any time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: SPECIALIZED FUNCTIONS.** Each function listed below is specifically assigned to a designated Judges' Secretary and may be rotated regularly.

➤ **Manages the Judges' library.** Including, but not limited to:

1. Keeping the library collection up-to-date.
2. Ordering and receiving materials, and distributing same to the appropriate Judge or location.

➤ **Assists the Finance Officer.** Including, but not limited to:

1. Upon the absence of the Finance Officer, performs functions related to the preparation of payroll and follow-up reports, and distribute/mail payroll checks.
2. Assisting in the maintenance of the Court's timekeeping system to track leave status and timesheets for Court Administrator direct report personnel and Law Clerk staff, including preparing reports as needed.
3. Maintaining court inventory of all asset purchases.
4. Processing all travel requests, requests for checks, and related accounting forms.
5. Assisting in processing orders for supplies and services.

➤ **Prepares reports for The Supreme Court of Ohio.** Including, but not limited to:

1. Preparing statistical case reports for The Ohio Supreme Court.
2. Maintaining individual Judges' report files and related files.

➤ **Schedules interpreters for courtrooms and Judges' Division Departments.**

1. Processes requests for interpreters.
2. Contacts vendors to schedule interpreters.
3. Answers inquiries from interpreters.
4. Processes billing for interpreters.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### ***Knowledge of:***

- Knowledge of Municipal Court operations and general department policies and procedures
- Knowledge of modern office practices and equipment, including telephone techniques/etiquette
- Knowledge of business correspondence, including proper spelling, grammar and punctuation
- Knowledge of MS Word, Power Point, Excel and Outlook (including advanced functions such as merge, auto text, and tables), attendance software and NORIS applications
- Knowledge of complex record keeping systems, including updating/maintaining systems
- Knowledge of legal terminology
- Knowledge of English grammar, spelling, punctuation and capitalization
- Knowledge of telephone etiquette
- Knowledge of basic mathematics

- Knowledge of applicable ethical standards and conflict of interest avoidance inherent to working in a Court

***Skill in:***

- Skill in taking and transcribing dictation
- Skill in operating office equipment (including, but not limited to, computer, scanner, copier, fax, telephone, typewriter, dictation transcription equipment, and calculator)
- Skill in scheduling meetings, appointments and reservations
- Skill in written and verbal communication, including speaking clearly and listening carefully
- Skill in proofreading
- Skill in identifying legal paperwork and understanding the dates/deadlines associated with different types of legal paperwork
- Skill in organizing and maintaining confidential information/records
- Skill in interpersonal relations
- Skill in organizing work activities
- Skill in dealing with the public and establishing and maintaining effective working relationships with others

***Ability to:***

- Ability to take and transcribe shorthand preferred
- Ability to type 50 WPM
- Ability to comprehend and follow department/court policies, procedures, rules and other written guidance
- Ability to handle sensitive or confidential documents and information
- Ability to interact in a courteous and professional manner with diverse populations, including but not limited to Judges, co-workers, other departments/agencies, and customers (including attorneys, defendants, plaintiffs, and their families)
- Ability to prioritize and perform multiple tasks with interruptions
- Ability to work independently with minimal direction
- Ability to establish and maintain good working relationships with all court staff
- Ability to read and comprehend written material, including case entries and other legal documents
- Ability to effectively communicate with upset, angry or frustrated individuals and individuals accused or convicted of crimes
- Ability to set up and use advanced word-processing features such as merge for document production
- Ability to prepare neat and legible documents, including but not limited to messages, case notes, forms and receipts
- Ability to follow directions
- Ability to listen effectively and obtain necessary information necessary to provide meaningful and accurate assistance
- Ability to use logic to evaluate situations and determine the appropriate procedure to follow
- Ability to maintain self-control in stressful situations (a professional demeanor)
- Ability to effectively manage time and meet deadlines
- Ability to transfer documents/items to another location

- Ability to take accurate notes
- Ability to create, maintain and use filing systems
- Ability to be accountable for work and self
- Ability to accept direction, coaching and constructive criticism
- Ability to exercise sound judgment
- Ability to be flexible and open to new and creative work methods
- Ability to participate and contribute to a team environment
- Ability to maintain the ethical standards and professional responsibility associated with working for the Court

***Personal Characteristics of:***

- Organized, attention to detail, discrete, honest, dependable, professional, and courteous

**MINIMUM QUALIFICATIONS:**

Education: High School diploma or GED required.

Availability: Must be able and available to work during the department's business hours on the days required.

Experience: Two years secretarial experience required (one year of Business College or secretarial school may be substituted for one year of required experience). Ability to accurately type 50 WPM required Extensive knowledge of modern office procedures and practices and computer competency required. Good knowledge of court system preferred, but not required. Demonstrated ability to take dictation preferred, but not required.

Background: May not have prior convictions that would, or appear to, adversely affect the ability to support the work and function of the Court Administrator's Office. Convictions, including but not limited to, of crimes involving fraud, theft, or crimes involving violence or weapons are incompatible with this position.

**ENVIRONMENTAL FACTORS AND PHYSICAL DEMANDS:**

The physical demands and work environment described are representative of those associated with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- An employee is regularly required to read typed and handwritten documents.
- An employee is regularly required to walk, stand, stoop, kneel and bend. May involve manipulating up to 25 pound items.
- An employee is frequently required to handle office supplies and equipment. An employee is constantly required to type and use the computer and other office equipment.
- An employee is frequently required to communicate orally.
- An employee may be at risk for blood/airborne disease/pathogens.