

**WARREN COUNTY
CHILD SUPPORT ENFORCEMENT AGENCY**

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: COURT SECRETARY

DEPARTMENT: CHILD SUPPORT
ENFORCEMENT AGENCY

PROBATIONARY RATE: \$ 15.00/HOUR (365 DAYS)

SCHEDULED HOURS: 40 HOURS PER WEEK

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM

QUALIFICATIONS AND ESSENTIAL DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING **January 6, 2022.**

APPLICANTS MAY FAX/MAIL AN APPLICATION OR APPLY IN PERSON BETWEEN
THE HOURS OF 8:00 A.M. AND 4:30 P.M. AT:

WARREN COUNTY
CHILD SUPPORT ENFORCEMENT AGENCY
ATTN: KIM REISINGER
500 JUSTICE DRIVE
PO BOX 440
LEBANON, OHIO 45036
FAX 513.695.2969

**A WARREN COUNTY APPLICATION MUST BE COMPLETED.
NO PHONE CALLS PLEASE**

APPLICATIONS CAN BE SUBMITTED UNTIL THE POSITION IS FILLED

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION
WARREN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

JOB CLASSIFICATION TITLE:	Court Secretary
FLSA STATUS	Non-exempt
EMPLOYMENT STATUS	Full-time
PROBATION	365 Days
REPORTS TO	Supervisor
CIVIL SERVICE STATUS	Classified
DIVISION	Hearing Unit

DISTINGUISHING JOB CHARACTERISTICS

Under general supervision, the Court Secretary is primarily responsible for creating, formatting and preparing legal documents for the Child Support Enforcement Agency; attending both court hearings and proceedings and agency Administrative hearings; monitoring objections time frames; preparing court entries including any addendums and/or forms as ordered by the Court; copying, distributing and mailing legal documents to the appropriate parties and investigator(s); typing correspondence. Must be proficient in Microsoft Word; knowledge of database management. Proficient in keyboarding, spelling, punctuation, grammar, strong written and oral communication; good interpersonal skills; demonstrates regular and predictable attendance.

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 the requirements of that Act.

- Demonstrate proficiency in Microsoft Word.
- Create, format, and prepare legal documents (court motions; entries; decisions; orders.)
- Prepare documents for issuing warrants, withdrawing warrants, miscellaneous entries, Magistrate's Orders and any correspondence for staff attorneys as requested.
- Copy/distribute/mail all entries to the appropriate parties and investigator(s).
- Prepares documents for Administrative and Judicial Court hearings and proceedings.
- Knowledge of legal terminology
- Communicates clearly and effectively.
- Working knowledge of the SETS computer system.
- Handle confidential information in accordance with Agency policy.
- Demonstrate a regular and predictable attendance.
- Performs other duties as assigned.

WORKING CONDITIONS

The employee must negotiate, use, or work with or in the vicinity of: emergency plans for evacuation purposes; fire plans for the prevention of fire hazards; flammable and combustible liquids (denatured alcohol), personal protective equipment; general requirements for use, care and limitation or personal protection (gloves, glare shield), eye and face protection (glare shield) hand protection; handling of material and supplies; hazardous chemicals (i.e. liquid paper, toner, etc.) General duty: Safe and healthful workplace. The employee sits for extended periods of time operating and viewing a computer. The employee has contact with potentially violent or emotionally distraught persons.

EQUIPMENT OPERATED

Computer; printer; imaging system, calculator; copier; fax machine; shredder; postage machine; telephone; and other standard office equipment.

CONTACT WITH OTHERS

Non-residential parents (payors); residential parents (payees); employers; governmental agencies; attorneys, Magistrates, Judges, other court personnel and the general public.

PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbent performing this job's essential duties and responsibilities. The 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 be need to be made when an otherwise qualified person is unable to perform the jobs essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time at a computer. Employee talks and hears over the telephone. Vision demands include frequent close, detailed vision when operating the computer, the ability to adjust focus for close work. Physical demands include, but are not limited to, standing, walking, bending and stooping, retrieving and carrying files of various weights.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: creating, formatting, and preparing documents; court system processes; child support practices; standard office practices; procedures and work rules; computer operations, basic mathematical principles; legal terminology; Microsoft Word and Excel.

