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MEDIATOR

VACANCY ANNOUNCEMENT

Position Title: Administrative Assistant (2 full-time positions)

Pay Rate: Starting at \$25.36 per hour, plus benefits

OVERVIEW: The First District Court of Appeals is accepting applications for two Administrative Assistant positions. Under the direction and supervision of the Court Administrator, the Administrative Assistants will be responsible for a variety of administrative tasks related to case management and provide backup assistance to other positions within the administration division of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The following duties are usual for this position. These duties are not to be construed as exclusive or inclusive. Other duties may be required or assigned by the Court Administrator.

- Complete data entry to initiate a case in the Court's case management system.
- Complete data entry related to entries on motions including distribution of courtesy copies of entries to litigants/counsel.
- Complete data entry related to scheduling orders, briefs, extensions and show cause orders, including the filing of the orders with the clerk's office and the distribution of courtesy copies of the orders to litigants/counsel.
- Complete data entry related to the record on appeal.
- Maintain document templates in the Court's case management system.
- Serve as point of contact for the Court regarding the collection, distribution and tracking of exhibits for cases on appeal.
- Compile delinquent case reports as directed by the Court Administrator.
- Format opinions, judgment entries, and case summaries for final release and send necessary documents to the Ohio Supreme Court.
- Timely docket judgment entries and opinions in the Court's case management system and distribute same to litigants and/or their counsel through the case management system.
- Upload documents to the Court's website as needed.

- Provide administrative support to the Court's mediator.
- Assist Fiscal Officer with onboarding of new employees.
- Draft and format letters as requested by judges or Court Administrator.
- Serve as courtroom bailiff as needed, including operation of recording equipment.
- Serve as backup to the Receptionist as needed.
- Provide backup assistance for Fiscal Officer and Assignment Commissioner.

QUALIFICATIONS & EXPERIENCE: For consideration, candidate must have a high school diploma or GED. Paralegal experience or certificate, or legal secretary experience preferred. Applicant must possess proficient telephone and in-person communication skills, proficient typing/word processing skills, basic knowledge and understanding of the legal system and proficiency in Microsoft Office programs.

COURT EXPECTATIONS OF EMPLOYEE: In completing the duties and responsibilities of the position, the Court expects the Administrative Assistant will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the Court expects the Administrative Assistant to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court.

Interested candidates should submit a cover letter, resume, and a list of references by email to Jennifer Hammock at jhammock@firstdistrictcoa.org. The position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER: The State of Ohio, the Supreme Court of Ohio, and the First District Court of Appeals are all Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status, in making employment-related decisions about an individual.

The Supreme Court of Ohio and the First District Court of Appeals are both equal employment opportunity employers that support an alcohol and drug-free, and a weapons and violence free, work environment.

Background Check Information: The final candidates selected for the positions will be required to undergo a criminal background check and a pre-employment drug test. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.