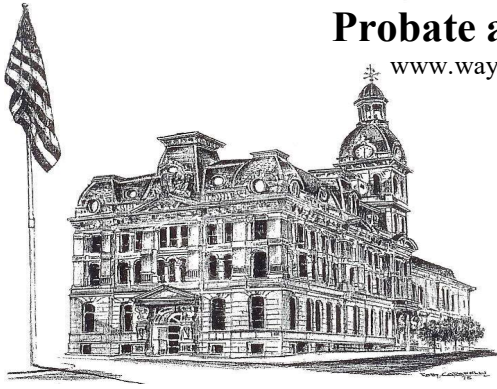


# WAYNE COUNTY COURT OF COMMON PLEAS

## Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

**LATECIA E. WILES, JUDGE**

### EMPLOYMENT OPPORTUNITY:

#### LEGAL SECRETARY (JUVENILE PROBATION)

The Wayne County Probate and Juvenile Court is seeking to fill an immediate opening for a full-time Legal Secretary. This position serves at the pleasure of the Judge and reports to the Chief Probation Officer.

#### Legal Secretary Job Duties and Responsibilities (not a comprehensive list):

1. Completes and submits various reports;
2. Maintains inventories for court supplies;
3. Drafts and reviews various documents, including but not limited to correspondence, court entries, and contracts;
4. Types dictation from court hearing officers;
5. Maintains open lines of communication with probation staff, families, school personnel, law enforcement, treatment providers, and other community partners;
6. Assists with Judge, Magistrates, and clerks for docketing, scheduling, imaging, and file maintenance;
7. Answers telephone calls and other direct communications from the public directed to Juvenile Probation and related services; and
8. Any other duties which the Judge, Magistrates, Court Administrator, or Supervisor may assign.

**Education and Experience Requirements:** A high school diploma or equivalent is required. A degree or certification in administrative assistance, paralegal studies, or a similar field is preferred. Consideration will be given for any combination of higher education and experience that provides equivalent knowledge, skills, and abilities.

**Applications:** Submit a resume in writing with cover letter, which must be **received** on or before December 10, 2020, to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691. **You must complete a Wayne County Employment Application and submit it with your resume in order to be considered for the position of Legal Secretary.**

**Wayne County Employment Application (required submission with all employment opportunities)** may be found here: <http://www.wayneohio.org/employment-opportunities>. All positions in the Probate and Juvenile Court are at-will. Failure to submit all requested materials will result in non-consideration of the application. **No telephone inquiries, please.** Applicants will be notified if selected for an interview.

**THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

Date Posted: November 16, 2021; Application Deadline: December 10, 2021