

October 15, 2024

The Wayne County Municipal Court is accepting applications for the position of Court Secretary / Driving Privilege Coordinator.

See attached overview of the position and requirements.

Applications, cover letters, and resumes will be reviewed on an ongoing basis. This posting will remain open for a minimum of five business days but will not be closed until the position is filled by the hiring of the successful candidate. Interviews will be conducted as the Court's schedule permits. Please direct all correspondence to:

David Baney
Court Administrator
215 North Grant Street
Wooster, Ohio 44691
(330) 287-5670

Please **do not** send correspondence via email.

Wayne County, Ohio is an Equal Opportunity Employer.

*Wayne County Employment Applications can be obtained at the Wayne County Commissioners Office (428 W. Liberty Street, Wooster, Ohio 44691) or at (330) 287-5400. Applications can also be downloaded at <http://wayneohio.org/employment-opportunities>

Requirements and position overview:

The candidate for the position of Court Secretary requires a high school diploma. Preferred candidates will possess an associate's degree or equivalency, social service experience, paralegal experience, experience as a secretary, knowledge of court procedures, and/or a combination of education and experience equivalent to these requirements. This position also requires an individual who excels with computers, diplomatic, team-oriented, well-organized, and recognizes the importance of trust and confidentiality consistent with working within the judicial system. The Court Secretary reports directly to the Court Administrator.

Computer skills are essential, as well as, excellent writing and proofreading abilities to ensure accuracy and completeness of documentation for daily court procedures. The Court Secretary is proficient in public relations; answering telephone calls and in-person questions in a proper manner while providing accurate information to attorneys, defendants and the public.

The Court Secretary prepares/creates legal documents, journal entries, correspondence, reports and materials of a technical, statistical or confidential nature from rough written copy or verbal instruction. This position maintains files/records and answers judicial, legal and personal mail for the judges, magistrate and administrative supervisors. The Court Secretary is responsible for typing jury instructions, jury verdict forms, decisions and court documentation as necessary. This position is responsible for assigning appointed counsel cases to attorneys as directed by a judge.

The Court Secretary schedules appointments, meetings and makes travel, hotel, and conference arrangements for the judges, magistrate and court staff. The Court Secretary completes all other duties that may be assigned by the judges, magistrate and/or court administrator.

The Court Secretary will also administer the Court's driving privilege program. Duties will include assembling information and documentation necessary to facilitate decision making in traffic offense cases, generating notifications and other documentation related to continued driving privileges, and researching/maintaining files to provide information relating to procedures and requirements of driving privileges. The successful candidate will be required to become proficient in BMV requirements for reinstatement of operators' licenses and excel in providing offenders with instructions on how to maintain driving privileges with the Court.

The successful candidate should excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills. The position requires an individual with the highest level of personal integrity, confidentiality and trustworthiness as the responsibilities address confidentiality and sensitive information and decisions. The starting salary is \$42,348.80.