

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	HR/Fiscal Support Specialist
CLASSIFICATION/ SALARY:	Unclassified/Non-Exempt \$49,920.00/\$24.00
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Pre-Employment Drug and Alcohol Testing;
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted beginning June 25, 2024. Position open until filled.

**AN EQUAL OPPORTUNITY EMPLOYER**

---

---

## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

#### An Equal Opportunity Employer

<b>POSITION TITLE:</b>	HR/Fiscal Support Specialist	<b>GRADE:</b>	21
<b>DEPARTMENT:</b>	Court Executive Office General Division	<b>CLASSIFICATION:</b>	Non-Exempt Unclassified
<b>REPORTS TO:</b>	Director of Human Resources	<b>PAGE:</b>	1 of 3

---

---

#### **POSITION SUMMARY:**

Under direction, performs various administrative duties to support the Human Resources and Fiscal functions of the Court Executive Office. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists with posting employment opportunities, processing employment applications, scheduling interviews and preparing correspondence to applicants.
2. Assist with obtaining consent and release forms and scheduling pre-employment appointments for new hires.
3. Assists with new employee onboarding; requests ID badges, completes data entry to keep HR documentation up-to-date.
4. Creates and maintains employee personnel files; assists with records retention and disposal of HR records in accordance with record retention schedule.
5. Routes, sorts, and files employee paperwork.
6. Assists with processing new hires, promotions, reclassifications and terminations; assists with personnel actions entry in Munis.
7. Assists with updating and maintaining employee time cards in applicable timekeeping system; assists with Payroll, as needed;
8. Circulates, files and distributes orders related to personnel changes;
9. Works with Computer Department to keep phone lists and job postings current.
10. Assists with benefits open enrollment.
11. Assists with responding to employee inquiries and sending correspondence to personnel.
12. Scans, records, distributes and files employee performance evaluations.

Date Adopted:

Date Revised: 04/25/2024

---

---

## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

#### An Equal Opportunity Employer

<b>POSITION TITLE:</b>	HR/Fiscal Support Specialist	<b>GRADE:</b>	21
<b>DEPARTMENT:</b>	Court Executive Office General Division	<b>CLASSIFICATION:</b>	Non-Exempt Unclassified
<b>REPORTS TO:</b>	Director of Human Resources	<b>PAGE:</b>	2 of 3

---

---

13. Provides administrative support to Fiscal Specialist.
14. Assists with training and travel arrangements. Prepares Part I and Part II travel forms; creates and maintains files and electronic records for all travel, dues, and memberships for General Division Judges and employees; utilizes procurement card to process payment for travel, dues, and memberships.
15. Assists with purchasing specialized docket incentives and program materials with procurement card and creates and maintains files and electronic records for these expenditures.
16. Assists with related clerical duties (e.g., filing, copying, etc.); answers telephone and in-person inquiries, opens and distributes mail, and performs other duties as assigned.

#### **QUALIFICATION STANDARDS:**

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

**Required Qualifications:** Completion of secondary education supplemented by coursework in general office practices, plus five (5) years office management/executive assistant/personnel experience, or equivalent.

Previous experience with Munis and payroll/timekeeping systems will be considered a plus.

**Knowledge, Skills, and Abilities:** Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations, and to interact effectively with judges, supervisors, co-workers, and the public.

Requires strong writing skills and the ability to create complete and concise correspondence using proper grammar, punctuation, and spelling.

Requires a high level of competency using Microsoft Word, Outlook, and Excel and the ability to become proficient in managing databases.

Requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

Date Adopted:  
Date Revised: 04/25/2024

---

---

**CLASSIFICATION SPECIFICATION**

**SUMMIT COUNTY COMMON PLEAS COURT**

**An Equal Opportunity Employer**

<b>POSITION TITLE:</b>	HR/Fiscal Support Specialist	<b>GRADE:</b>	21
<b>DEPARTMENT:</b>	Court Executive Office General Division	<b>CLASSIFICATION:</b>	Non-Exempt Unclassified
<b>REPORTS TO:</b>	Director of Human Resources	<b>PAGE:</b>	3 of 3

---

---

Requires the ability to perform all aspects of the job with professionalism, patience, discretion, and confidentiality.

**SPECIAL REQUIREMENTS:** This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

**Physical Ability:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

**Position Type/Expected Hours of Work:** This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

---

HR/Fiscal Support Specialist

Date

---

Administrative Judge

Date