

Court of Appeals of Ohio

Eleventh Appellate District

Ashtabula Geauga Lake Portage Trumbull

POSITION TITLE: Legal Assistant – Administrative Staff

OVERVIEW

The Eleventh District is seeking a dependable and quick-learning **Legal Assistant** to support court operations. This position plays a key role on the administrative staff, providing clerical and case management assistance to ensure the smooth functioning of court processes. The ideal candidate will have legal or court experience and demonstrate strong organizational skills and attention to detail.

KEY RESPONSIBILITIES

- Provide administrative support to court staff
- Manage and maintain accurate files and records
- Prepare, review, and process court documents in accordance with established procedures
- Schedule hearings and update case calendars
- Input data into court case management systems
- Interact professionally with the public and co-workers
- Maintain confidentiality and follow all court policies and procedures

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong planning, organizational, and communication skills, along with a solid understanding of office policies and procedures
- Working knowledge of the legal system, legal terminology, modern office practices, and preparation of legal documents
- Familiarity with the court's structure and functions
- Ability to use sound judgment when responding to inquiries or situations, and to recognize when to escalate more complex matters
- Ability to work independently on complex or detailed tasks, including the preparation and verification of legal documents
- Skill in proofreading documents for accuracy and adherence to standards
- Proficiency in using computers and standard word processing software
- Ability to manage multiple tasks and projects effectively

PREFERRED QUALIFICATIONS

- Previous experience in a court or legal administrative setting
- Experience with case management systems or related software
- Strong customer service orientation in a public-facing role

SALARY RANGE

\$40,000.00 to \$50,000.00 commensurate with experience. The Court offers health and retirement benefits.

APPLICATION PROCESS

Qualified Candidates should submit a cover letter, resume, and references no later than July 15, 2025, to:

Shibani Sheth-Massacci, Court Administrator

ssmassacci@11thappealohio.us

Eleventh District Court of Appeals

111 High Street, N.E.

Warren, OH 44481

The Eleventh District is an equal opportunity employer that supports an alcohol, drug, and violence-free work environment.