

# Medina County Court of Common Pleas

## Domestic Relations Division

### Job Posting

**Position Title:** Paralegal – Assignment Commissioner  
**Job Type:** Full Time after 180-day probationary period  
**Classification:** unclassified/exempt

**Pay:** based upon experience  
**Reports To:** Office Manager  
**submit:** resumes@medinadr.org

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Job assignments, work standards, and performance evaluations will be made by the Office Manager with input from Chief Magistrate and Court Administrator for whom the paralegal has worked during that evaluation period.

General duties will include performing support services including review of pleadings/motions/documents, assignment to judicial officer, preparation of legal papers. Performs other related duties as required.

The paralegal is an at-will employee and serves at the pleasure of the Court; she/he is not in the classified civil service system and is not a member of a bargaining unit. The Court is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.

#### **ESSENTIAL FUNCTIONS OF THE POSITION, including but not limited to:**

1. Manage difficult and varied clerical work
2. Performs case management activities through Case Management System management
3. Produces reports and materials of a technical, statistical nature from brief oral instructions.
4. Prepare orders and entries upon instruction.
5. Participate in staff training and development as requested.
6. Participate in Court initiatives as assigned.

#### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

1. Knowledge of Ohio Revised Code; Ohio Civil Rules; and all court operations.
2. Excellent oral and written communications required.
3. Excellent proficiency in technology.
4. Knowledge of court system and procedure.
5. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office 365 and Word, Outlook, and Excel, and Westlaw.
6. Ability to prioritize work, work independently without daily direct supervision. Must have good time-management skills, be highly organized and detail-oriented.
7. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with Judge, Court employees, lawyers, Clerks, vendors, and the general public.
8. Ability to maintain sensitive and confidential information.
9. Demonstrated dependability, reliability, and excellent attendance record.
10. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

#### **BENEFITS**

The Court offers a variety of benefit options depending upon your employment status. In general, benefit options include, comprehensive medical, dental, vision, prescription medical and life insurance, and retirement. Specific details regarding such will be reviewed at the time of hire.