FRANKLIN COUNTY
CHILD SUPPORT ENFORCEMENT
80 East Fulton Street
Columbus OH 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Secretary 1 (Non-Bargaining) **PCN:** 081007

DEPARTMENT: Litigation **P. R.:** N5

REPORTS TO: Melinda Carlson, Litigation Manager

RESPONSIBILITIES: Perform administrative functions for the CSEA Litigation section including, but not limited to: track all confidential and human resources functions for the unit, e.g., leave of absences, evaluations, interview scheduling, etc.; organize and verify contractor billing for service of process. Answer and direct incoming calls.

Serve as the main point of contact for court personnel regarding bond hearings or emergency hearings by the duty judge. Process all agreed entries. Electronically files pleadings and motions prepared by the Litigation Manager. Assist other Legal Secretaries and Attorneys as needed.

MINIMUM QUALIFICATION: High School Diploma or GED with one (1) year of office administration or clerical experience, or any equivalent combination of training and experience. Experience in a legal office or other legal setting and familiar with e-filing protocols in Franklin County Courts preferred.

STARTING SALARY: $13.56/hour, plus a comprehensive Benefits Package.
180 Day Probationary Period

DATE POSTED: Thursday, April 14, 2016

DEADLINE TO APPLY: Wednesday, April 27, 2016

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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