



Knox County Jobs

Administrative Assistant

Definition:

Under the supervision of the Knox County Common Pleas Court, the Administrative Assistant is responsible for assisting the Assignment Commissioners with a wide range of tasks. Included but not limited to; such as answering and directing phone calls, provide general support to the public, organizing and scheduling appointments, meetings, or hearings, writing and distributing emails, faxes, forms, or any other paper work, proofreading, case flow management, and collecting files.

Job Duties:

- Maintains workflow by studying methods; procedures
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Contributes to team effort by accomplishing related results as needed.

Skills and Qualifications:

Reporting Skills, Administrative Writing Skills, Legal form management skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication, strong work ethic, ability to multi-task, pay attention to details.

Minimum of a High School Diploma with proficiency in MS Office (MS Excel, MS PowerPoint and Outlook). Ability to project a high degree of professionalism. A valid Ohio Driver's License and acceptable driving record are required. Salary is commensurate with experience.

Please submit resume to Knox County Common Pleas Court, Attn: Judge Wetzel, 111 East High Street, 2nd floor, Mount Vernon, Ohio 43050.