



DIVISION OF DOMESTIC RELATIONS

COURT OF COMMON PLEAS
CUYAHOGA COUNTY, OHIO
1 W LAKESIDE AVENUE, STE. 135
CLEVELAND, OHIO 44113-1023
216-443-8820

<http://www.domestic.cuyahogacounty.us>



Job Posting

Enforcement Services Officer

Overview

The Cuyahoga County Domestic Relations Court is seeking applicants for the position of Enforcement Services Officer. The Enforcement Services Officer will be responsible for performing various duties in conformity with Enforcement Services Department and Information Center procedures.

Responsibilities

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

When working in the Enforcement Services Department, the Enforcement Services Officer will be responsible for processing Emancipations, Terminations, Lump Sums, Capiases, Modifications, Genetic Testing, Relocations, and Stay Orders that are filed by the Cuyahoga CSEA; filing of Domestic Violence Journal Entries with the Sheriff's Department; mailing out Lump Sum Journal Entries and recording the action in the Court's Case Management System (CMS); mailing out Bond Orders and Orders to Report; recording Motions To Credit Support Payment in CMS and monitoring for further activity; and, performing the in house twice daily mail run.

When working in the Court's Information Center, the Enforcement Services Officer will be responsible for reviewing Judgment Entries prepared by Attorneys and Pro Se Litigants submitted at our Information Center; answering non-legal questions asked by Pro Se Litigants both in person and by phone; and, handing out Pro Se packets and post decree motion packets to Pro Se Litigants.

Qualifications and Requirements

This position requires the minimum of a high school graduation certificate.

The candidate must possess good verbal and written communication skills.

The candidate must be proficient with using computers.

The candidate must be proficient in transcribing from verbal recordings.

The candidate must possess the ability to interact well with Judges, Magistrates, Attorneys, Court personnel, and the public.

Physical Requirements

The candidate must be able to sit or stand for 8 hours per day and must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, listening, stooping, crouching and reaching with hands and arms,

including the ability to reach into four drawer file cabinets. The candidate must also be able to lift or move items weighing up to 25 pounds. In addition, the candidate must be able to effectively operate a copier and facsimile machine, to read reports, correspondence and instructions. The candidate must have sufficient hearing ability to converse with individuals, in person and on the telephone, and sufficient speaking ability to communicate effectively with other individuals in person and by telephone.

Dress Code

Business casual professional attire is required with limited exceptions.

Other

This is an exempt unclassified position that reports to the Enforcement Services Director. The normal work hours are 8:30 A.M. to 4:30 P.M. An attractive benefits package is offered, including medical, dental, vision, retirement plan, life insurance, vacation and sick leave time, and deferred compensation if desired.

At-Will Employment

The Cuyahoga County Domestic Relations Court is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment. No person shall be offered or denied a position of employment with the Court nor shall have their employment terminated based upon political party affiliation, or other partisan considerations. Further, no employee shall have their employment terminated without cause, unless upon the concurrence of a majority of the Court, which shall include the Administrative Judge.

Application Process

Applications should be completed and submitted to:

Court Administrator
Domestic Relations Court
1 W Lakeside Ave., Ste. 135
Cleveland, Oh 44113-1023

A blank Job Application Form can be obtained for completion on our website at: <http://www.domestic.cuyahogacounty.us/> in the Miscellaneous Forms section.

Please include a cover letter which contains a salary request, a Resume and professional references with your Application.

The application must be submitted no later than September 8, 2014.

The Cuyahoga County Domestic Relations Court is an equal employment opportunity employer that employs an alcohol, drug, smoke, weapons, and violence free, work environment. Reasonable ADA accommodation is available upon request.