



CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS

**CUYAHOGA COUNTY DOMESTIC RELATIONS
JOB DESCRIPTION**

Job Title: Navigation Specialist
Department: Navigation Services Help Center
Reports to: Navigation Services Director
Hours: 8:30 a.m. – 4:30 p.m.
(This position may require some work beyond normal hours.)
FLSA Status: Non-exempt

SUMMARY:

Under the general direction of the Navigation Services Director, the Specialist is responsible for helping individuals navigate the court process in all areas of the Court including but not limited to divorce, dissolution, domestic violence ex parte civil protection orders (DVCPO), child custody and support, spousal support, and property division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Learn and understand the legal basis of the documents, information, and resources offered by the Navigation Services Help Center to self-represented litigants and all visitors to ensure accurate and consistent service
- Greet self-represented litigants and all visitors, assess their needs, determine if they are in the proper court/jurisdiction, and have the necessary initial information for filing
- Ensure that self-represented litigants and all visitors understand the scope of Navigation Services and that Specialists cannot provide legal advice
- Meet with and respond to self-represented litigants and all visitors to discuss all procedural options, assist with completing documents necessary for signature, and review terms of the filings with each litigant
- Answer phone calls from self-represented litigants and all others with inquiries about the Court process, procedures, case information, and available options and resources
- Review self-represented litigant filings to ensure accuracy and compliance with the Ohio Revised Code and Local Rules of Court
- Communicate with attorneys about proposed entries and other submissions requiring review by the Court
- Determine if an interpreter is needed and if so, facilitate the acquisition of one
- Direct parties to appropriate locations for scheduled events
- Communicate with the Cuyahoga County deputy sheriffs to help manage safety concerns
- Make resources available to parties engaged with the Court process

- Review and process transmissions from the Office of Child Support
- Collect and help maintain statistics of all court users who interact with Navigation Services
- Monitor, maintain, and replenish stock of hard copy materials and office supplies
- Performs other job-related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good, working knowledge of Domestic Relations/Family Law and how the Domestic Relations Court functions
- Ability to interact and communicate well with Judges, Magistrates, Attorneys, Court Personnel, and the public
- Ability to present a positive impression on the public both as an individual and as a representative of the Court
- Ability to learn tasks quickly, good organizational skills, accountable and timely
- Ability to multi-task effectively with attention to detail
- Willingness and ability to remain calm when confronted with stressful situations and/or high-conflict parties
- Knowledge of and/or the capability to learn the dynamics of domestic violence and coercive control
- Excellent written and oral communication with a focus on the use of plain language
- Good use of problem-solving skills
- Ability and willingness to work with others as a team
- Ability to learn and use Court-based software systems
- Ability to work in a fast-paced environment
- Excellent typing skills
- Competency with computers and the following Microsoft Office Standards:

Word	Excel	Outlook	Video Conferencing
<ul style="list-style-type: none"> • Cut & Paste • Find & Replace Text • Format text • Create & Manage Paragraph Style • Insert Footers/Headers • Create & Manage Lists • Track/Accept/Turn-off changes • Convert to PDF 	<ul style="list-style-type: none"> • Copy/Rename Worksheet • Insert Column/Row • Format Cells • Sort & Filter • Find & Replace Text • Remove Duplicates • Prepare for Print 	<ul style="list-style-type: none"> • Create a New Email Message • Forward or Reply to Email • Add Attachment(s) to Email Message • Open & Save Attachment(s) • Create & Add Signature • Create a Calendar Appointment • Schedule a Meeting 	<ul style="list-style-type: none"> • Use video conferencing platforms such as Zoom©, Microsoft Teams and WebEx • Create and schedule a video conferencing session • Use video and audio controls • Share screen

EDUCATION:

- Minimum of High School Diploma or GED equivalent. Associate Degree or higher in Paralegal Studies, Business/Public Administration, or related field from an accredited college or university preferred

EXPERIENCE:

- Two (2) or more years of experience performing paralegal and/or administrative duties, preferably in a legal office or court setting
- Experience working effectively with diverse populations with an understanding of the challenges faced by self-represented litigants and the public generally
- Experience working with attorneys

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit or stand for 8 hours per day. The employee must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, walking, and listening.

WORKING ENVIRONMENT:

The office environment is comprised of a professional, technical, and computer-friendly fast-paced atmosphere.

APPLICATION REQUIREMENTS:

The Cuyahoga County Domestic Relations Court requires submission to a criminal history background check, drug testing, proof of education, and COVID-19 vaccination prior to employment.

Submit your application, letter of interest, and resume via email or ordinary mail to:

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator
Cuyahoga County Domestic Relations Court
1 West Lakeside Avenue. Room 149
Cleveland, Ohio 44113