

AKRON MUNICIPAL COURT – COURTROOM CLERK PT

Salary	\$20.00 Hourly/28 Hrs.	Department	Judicial
Job Type	Part time (including Saturday rotation)	Closing Date	November 24, 2025

DEFINITION OF WORK

This is a part-time position at the Akron Municipal Court. A courtroom clerk is an administrative worker responsible for managing clerical tasks related to court proceedings. Courtroom clerks perform various administrative duties within a court of law and play a crucial role in ensuring the smooth operation of legal processes. A courtroom clerk is expected to be competent, self-motivated, and professional to effectively carry out their responsibilities. The courtroom clerk works under the supervision of the judge.

CHARACTERISTIC WORK

The Courtroom Clerk is responsible for accurately inputting information in real-time into the court's Case Management System, known as Tyler, as well as performing other necessary administrative duties. The ideal candidate should have a solid understanding of court procedures and policies, along with excellent organizational and communication skills, both oral and written. They must also be capable of handling confidential information with discretion. The court clerk collaborates closely with Clerk of Courts Office, Personal Bailiffs, Bailiffs, Probation Officers, Judges, Magistrates, and other legal system representatives to ensure that court functions are conducted efficiently. To excel in this administrative role, a variety of skills are required, including record-keeping, interpersonal skills, and proficiency in computer operations. The following duties outline the general nature and level of work performed by a Courtroom Clerk:

- Prior experience working as a courtroom clerk or in a similar position is required.
- Ability to handle multiple tasks and work effectively in a fast-paced environment while adhering to strict timelines.
- The candidate must possess skills in planning, organizing, and managing workflow, work under supervision, and make sound judgments.
- Responsibilities include assisting in the preparation and distribution of court orders, rulings, and judgments.
- Manage and preserve court records in accordance with legal standards and procedures.
- Maintain accurate records and handle sensitive or confidential legal information responsibly.
- Provide support to judges during court proceedings.
- Experience with data entry is required.
- Familiarity with Tyler/Odyssey court management software; training can be provided after hire.
- Basic knowledge of legal terminology, regulations, and the court system is necessary.
- Excellent computer skills are required, including proficiency in Microsoft Office products such as Word, Outlook, and Excel. Familiarity with PDFs and Adobe Acrobat is necessary as well.
- Participate in cross-training to assist in various service areas of the court, performing related tasks as assigned by the judges and/or court administrator.

KNOWLEDGE, QUALIFICATIONS, SKILLS, ABILITIES, AND REQUIREMENTS

To be effective in this role, an individual must successfully complete all key tasks. The requirements outlined above detail the necessary knowledge, skills, and abilities for the job. Alternative qualifications may be considered if they adequately meet the job's duties. Candidates should also be familiar with office procedures and possess the ability to communicate effectively and conduct themselves professionally as representatives of the court. Maintaining a professional appearance is necessary, along with proven organizational and communication skills. Additionally, the ability to maintain accurate records and ensure confidentiality while working within the court system is required.

EXPERIENCE/EDUCATION

The ideal candidate should have experience working with individuals from diverse backgrounds. This position requires a high school diploma or GED. A college degree in political science or criminal justice is preferred; however, candidates may also qualify with six months of related experience and/or training, or an equivalent combination of education and experience. Please note that the qualifications and requirements outlined above serve as guidelines only. Alternative qualifications may be considered if they are deemed sufficient to perform the essential duties of the position by the Court.

COURT EXPECTATIONS OF EMPLOYEE

All staff members of the Court are required to adhere to the Court's policies, guidelines, practices, and procedures. They are expected to serve as role models both inside and outside the Court, carry out their duties efficiently and diligently according to workload demands, and meet the productivity standards set by the department. This position involves working 28 hours per week, typically starting at 8:30 am with schedule adjustments to accommodate one Saturday each month. Newly hired employees will undergo a probationary period of ninety days. Please note that this is not a Civil Service position.

To apply for this position, please submit your resume, a list of references, and an optional cover letter via email to courtadmin@akronohio.gov by 4:00 PM on November 24, 2025. Be sure to include "PT Courtroom Clerk" in the subject line of your email. Applicants who meet the qualifications outlined in the job description will be contacted by phone or email to schedule an interview.

Applicants should not call or contact the Judges, the Court Administrator, the Human Resources Manager, or any Court employee concerning their application.

AN EQUAL OPPORTUNITY EMPLOYER