



## **POSITION AVAILABLE:**

### **Civil Division Administrative Assistant**

**POSTING DATE:** Wednesday, December 14 2022  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Prosecutor's Office / Civil Division  
**LOCATION:** 241 S. Chestnut Street, Ravenna, OH

**SALARY:** \$33,342- \$44,637 / year

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#### **JOB OBJECTIVES:**

Incumbent is responsible for providing clerical and secretarial support for the Civil Division of the Prosecutor's office.

#### **MINIMUM QUALIFICATIONS:**

High School education or equivalent is required, along with related training and work experience. Work involves moderately complex, relatively standardized tasks, processes, and operations following established laws and procedures.

#### **EXAMPLE OF DUTIES:**

Preparing and/or finalizing all documents for Court and all correspondence for the Assistant Prosecutors. Opening and closing all case and administrative files. Scheduling appointments and/or depositions. Processing legal opinions issued by the Prosecutor. Acting as a back-up Receptionist when needed. Transport and file all court filings as required. Input data into Prosecutor's database. Maintaining case file schedules. Maintaining calendars for the Assistant Prosecutors. Organizing and preparing written materials for seminars given by the Civil Division. Compiling statistics of foreclosures, township cases, and Health Department cases filed for the year.

#### **HOW TO APPLY:**

Send resume to [prosecutor@portageco.com](mailto:prosecutor@portageco.com).

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