

The Massillon Municipal Court

The Honorable
Joel C. Fichter
Administrative Judge

Two James Duncan Plaza
Massillon, Ohio 44646-6690

The Honorable
Andrea M. Scassa
Judge

The Massillon Municipal Court seeks an Administrative Assistant for the full-time Magistrate. This individual shall be able to manage the Magistrate's court docket and daily operations of the Magistrate's office. The ability to manage the Magistrate's calendar is a core responsibility and requires organizational skills and proactive planning. The Magistrate's docket includes a demanding mix of daily, morning criminal and traffic arraignments, afternoon traffic arraignments and trials, small claims trials, eviction hearings, and civil motion hearings. This individual would be responsible for operating the court management system while court is in session. Other responsibilities include; verifying scheduled hearings, checking for last-minute filings or cancellations and notifying attorneys involved; communicating with attorneys regarding scheduling conflicts, confirming appearances and processing continuance requests. As the Administrative Assistant, you would have the unique opportunity to contribute directly to the administration of justice and support the critical work of the judiciary.

Qualifications for Administrative Assistant

- High school diploma or general education degree (GED) required
- Prior legal administrative or clerical experience preferred
- Proficient in Microsoft Office applications (Word, Outlook, Excel, Teams) as well as Zoom Video Conferencing
- Punctual with strong attendance history

Compensation

Salary: \$48,000 – \$54,000 per year / commensurate with experience

Benefits

- New hires will be eligible for the following benefit plan: comprehensive health care insurance, retirement plan, paid vacation, sick leave benefit, paid holidays

Application Process

To apply, please submit your resume, a cover letter and two references outlining your qualifications and interest in the Court administrative assistant role to Massillon Municipal Court, Two James Duncan Plaza, Massillon, OH 44646. Attn: Court Administrator