

RICHLAND COUNTY ADULT COURT SERVICES/PROBATION
50 Park Avenue East, 3rd Floor
Mansfield, OH 44902

Job Title: Part-time Administrative Assistant
Department: Richland County Adult Court Services/Probation
Posted: November 3, 2025
Deadline: November 14, 2025

Position Summary: Under the direction of the Chief Probation Officer, the Administrative Assistant acts as the gatekeeper of the Adult Court/Probation office, manages the flow of office traffic, answers phones, transfer calls and takes messages, answers routine questions, gives general directions, and provides an overall welcoming environment.

Position Responsibilities: Interacts with visitors by greeting them and guiding them to where they need to go; maintains check-in and check-out visitor logs; provides general information to public and government authorities; takes messages or relays telephone calls. Assists in creating new files or breaking down closed files; assists co-workers in preparing, updating, or maintaining case files, records, forms, documents, and other types of materials as needed. Maintains offender recorder appropriately. Handles financial duties including taking payments over the phone and in-person and making deposits when necessary. Compiles statistical data and aids in audit procedures as required or requested; maintains statistics and records for reporting purposes for Audits and the Ohio Supreme Court filings. Maintains required licensures and certification, if any. Meets all job safety requirements and all applicable safety standards that pertain to essential functions. Demonstrates regular and predictable attendance. Performs other related duties as assigned.

Qualifications: Completion of secondary education or equivalent (high school diploma or GED); one (1) year of recent documented work experience and/or training in administrative or clerical functions, communications, or business; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Ability to carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; maintain records according to established procedures; develop and maintain effective working relationships; move quickly and effectively from one task to another; lift, pull, or push file boxes and cartons of paper.

APPLICATION PROCESS: Interested Applicants must submit their written resume and a cover letter with qualifications to:

James J. Bittinger, Chief Probation Officer
Richland County Adult Court Services/Probation
50 Park Avenue East, 3rd Floor
Mansfield, OH 44902

On or before: November 14, 2025 **(PLEASE NO PHONE CALLS)**

EQUAL OPPORTUNITY EMPLOYER:

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