



**CUYAHOGA COUNTY COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS**

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**CUYAHOGA COUNTY DOMESTIC RELATIONS COURT  
JOB DESCRIPTION**

Job Title: Scheduler (Motion, Support and Domestic Violence Docket)  
Department: Assignment & Scheduling  
Reports to: Deputy Court Administrator/Assignment Commissioner  
Hours: 8:30 a.m. – 4:30 p.m.  
*(This position may require some work beyond normal hours.)*  
FLSA Status: Non-Exempt

**SUMMARY:**

This is an unclassified position that serves at the pleasure of the Court. Under the direction of the Assignment Commissioner, the Scheduler schedules hearings and otherwise assists with the input, processing, and follow-up paperwork for motions and cases, as appropriate. The Scheduler has frequent contact with the judges and magistrates of the Court and attorneys.

Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Know, learn and understand the Domestic Relations Courts processes and procedures
- Schedule hearings, pretrials, full hearings and trials on motions and cases assigned to motion, support, and domestic violence magistrates
- Review, process and schedule motions, ensuring accuracy
- Ensure proper hearing notices are sent to the appropriate parties
- Process magistrates docket timely and accurately, including all orders, judgment entries and any other court documents
- Enter appropriate case related data and notes into case management system, verifying new case data
- Follow through on magistrate requests

- Process pleadings, motions, orders, judgment entries, and any other court related paperwork, ensuring necessary documents are filed with the Clerk of Courts, and sent to parties
- Request language interpreters when appropriate
- Answer phone calls and in person inquiries from self-represented litigants and attorneys to provide scheduling information and help answer questions related to the courts procedures and processes
- Fill in for other scheduler staff as needed
- Work on special projects as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Good, working knowledge of justice system and basic understanding of concept of the right to due process
- 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
- Excellent typing skills
- Ability to learn tasks quickly, good organizational skills, accountable and timely
- 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
- Ability to effectively read and interpret information, and skillfully gather and analyze information
- Ability to tolerate exposure to information and evidence that may be disturbing
- Competency with the use of computers and the following Microsoft Office Standards:

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

**EDUCATION:**

A minimum of a High School Diploma or GED equivalent.

**EXPERIENCE:**

A minimum of one year working in a job- related, or similar position, or any combination of education, public service training and other experience that demonstrates the abilities to perform the duties of the position. Familiarity with court procedures, and experience in the court system and legal field preferred.

**PHYSICAL REQUIREMENTS:**

This is largely a sedentary role; however, some filing and lifting is required. While performing the duties of this job, the employee is regularly required to type, file or lift office equipment and boxes up to 20 pounds. This would require the ability to remain seated for long, indefinite periods of time, to lift files and boxes, open filing cabinets, and bend and stand as necessary.

**WORKING ENVIRONMENT:**

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

**APPLICATION REQUIREMENTS:**

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

Email: [DR\\_Recruiting@cuyahogacounty.us](mailto:DR_Recruiting@cuyahogacounty.us)

Jim Zak, Court Administrator

Cuyahoga County Domestic Relations Court

1 West Lakeside Avenue. Room 149

Cleveland, Ohio