



THE COURT OF COMMON PLEAS OF STARK COUNTY

**115 CENTRAL PLAZA NORTH
CANTON, OHIO 44702
(330) 451-7931
FAX (330) 451-7740**

NOTICE OF POSITION OPENING

POSITION TITLE: EVIDENCE ADMINISTRATOR

The Court of Common Pleas, General Division is seeking an individual to serve as the Evidence Administrator. Under the direct supervision of the Court Administrator, this position is responsible for the admission, custody and security of all evidence stored in the Court's evidence room. Other duties and responsibilities include: receiving and verifying all evidence transferred from Court Reporters for storage in the evidence room; maintain records of all items stored in the evidence room; retain evidence in accordance with the approved schedule of retention; prepare evidence for destruction and disposal in accordance with the approved schedule for destruction; conducting an annual inventory of the evidence room.

This is a part time position of forty hours biweekly.

Qualifications: Associate degree or equivalent education; or six months to one year related experience and/or training; or equivalent combination of education and experience. Law enforcement experience preferred. Evidence management experience highly preferred.

This posting will remain open until the position is filled.

SEND COVER LETTER AND RESUME TO:

**Marc R. Warner, Court Administrator
115 Central Plaza North, Suite 400
Canton, Ohio 44702**