

CARROLL COUNTY COURT OF COMMON PLEAS, GENERAL DIVISION

POSITION OPENING - COURT ADMINISTRATOR

Title: Court Administrator
Salary: \$XX,XX0.00/year, negotiable based on experience and qualifications
Position Status: Unclassified, Exempt, Employee-at Will
Benefits: Medical, dental, prescription coverages; holidays, sick leave, vacation leave, OPERS
Opening Date: November 9, 2017
Closing Date: December 1, 2017- Application must be received by 4:00 p.m.
Position Available: January 13, 2018
Training Period: Available between December 13, 2017 – January 12, 2018, recommended.

Position General Description:

The Court Administrator is responsible for all of the non-judicial functions of the Court, functioning as chief executive/management officer of the Court. This position directly reports to and works under the direction of the Presiding/Administrative Judge. Duties include supervising case flow and jury management, security, court reporting, human resources, facilities management, information technology, intergovernmental relations, public information, community relations, and oversight of court programs such as Adult Probation, Case Management, Jury Management/Commissioners, Grand Jury, Foreclosure Mediation Program, etc. This is a single judge Common Pleas Court presiding over the civil, criminal and domestic relations divisions. There is no court magistrate.

Preferred Training/Education/Experience:

Executive/legal secretary, Paralegal, Book Keeping/Accounting, Bachelor's Degree in Business, Public Administration, or Judicial Administration, Master's Degree, Law Degree and practicing attorney State of Ohio, current or recent Municipal Court or Common Pleas Court Assistant/Deputy/Court Administrator experience or Ohio Supreme Court, Court Administrator case manager training/certification.

Preferred Experience/Knowledge Background:

Current or recent Municipal Court or Common Pleas Court Assistant/Deputy/Court Administrator experience or Ohio Supreme Court, Court Administrator case manager training/certification.

Examples of Primary Duties and Responsibilities:

- Plan, develop, and implement long and short range policies, goals, objectives, and priorities for the Court
- Support the Judge in conducting the business of the Court
- Identify needed changes, innovations, or problems, and make recommendations for procedural or administrative improvements of court programs and services

- Oversee all statutory functions of the Court
- Prepare and monitor the Court's budget, expenses, purchases.
- Serve as court liaison with other governmental offices and agencies to coordinate and implement policies, objectives, and procedures and foster cooperative working relationships

The complete job description for this position is available on the Carroll County Common Pleas Court website at:

<http://www.carrollcountyohio.us/commissioners/publicnotices.html>
and <http://www.carrollcountyohio.us/courts/commonpleascourt.html>

Submit cover letter, application and resume to Court Administrator, Court of Common Pleas, P.O. Box 367, Carrollton, Ohio 44615, Fax: 330-627-0985, e-mail: jgallon@carrollcountyohio.us by 4:00 on December 1, 2017.

CARROLL COUNTY COMMON PLEAS COURT
P.O. Box 367
Carrollton, Ohio 44615
330-627-2450

COURT ADMINISTRATOR JOB DESCRIPTION

JOB TITLE: Court Administrator
DEPARTMENT: Court Administration
REPORT TO: Common Pleas Court Judge

STARTING SALARY: \$XX.XX/hour (\$XX,XXX.00/year)
Negotiable based on qualifications and experience

HOURS: Monday - Friday, 8:00 a.m. – 4:30 p.m. or as assigned; evening or weekend hours may occasionally be required

POSTED: Tuesday, November 9, 2017
DEADLINE: Tuesday, December 1, 2017

OVERVIEW

The Carroll County Common Pleas Court is a State of Ohio General Division trial court. The Court has one judge in the General Division presiding over civil, criminal, and domestic relations cases and conducts both jury and non-jury trials. This Court does not have a magistrate; has approximately 6 employees; and an annual operating budget of more than 400 thousand dollars. The judge is elected countywide for a six-year term, currently expiring December 31, 2018; all of the Court's employees are exempt, unclassified, at-will, and serve at the pleasure of the Court.

The geographic jurisdiction of the Court is all of Carroll County.

The Court Administrator, reports directly to the Common Pleas Court Judge, and performs such duties as are delegated to him or her by the Judge. The basic duty of the Court Administrator is the overall management of Court operations, supervising and directing Court employees, and in developing and implementing policies and procedures. This is a high level, high pressure leadership position that requires a multitude of management, financial, supervisory, human resources, and polite kindness skills.

The Court Administrator is responsible for the day-to-day operations of the Court and is the first point of contact for Court employees and others for all operational matters, which includes scheduling, facilities, equipment, technology, and interagency issues. The Court Administrator plays a significant role in the development of organizational goals and values, policy development, program administration, Court budget, and overall direction of the Court, provides leadership for special projects, assists with timely implementation of organization changes, court policy and procedures, and assists management staff with performance, disciplinary, and employee relations issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

Because of the diverse nature and changing demands of the position, the role of the Court Administrator cannot be fully described in a written job description. The following is a representative list of the duties and responsibilities of the Court Administrator. This list is not exclusive or all-inclusive, and the Court Administrator is expected to undertake such tasks as are required or assigned.

1. Addresses day-to-day operational issues, such as staffing needs, courtroom operations, building operations, equipment needs, and technology.
2. Assists the Court in supervising and providing direction to Court Administration staff which includes the Bailiff, Court Reporter, the Foreclosure Mediator and the Common Pleas Court Adult Probation Department.
3. Works with and facilitates communication with the Board of County Commissioners, Auditor, Sheriff's Department, County Jail, Court Security, Courthouse Maintenance, Carroll County Municipal Court, Carroll County Probate and Juvenile Court, Clerk of Clerk's Office, County Prosecutor's Office, Public Defender's Office, all local law enforcement departments, all county public office holders, the Ohio Supreme Court, Ohio Judicial Conference, the local Bar Association and all judges associations.
4. Responds to, investigates, and resolves complaints regarding employees or the operation of the Court, and interprets and explains the policies and procedures of the Court as needed to employees, judges, and others.
5. Assists the Court in ensuring compliance with human resource policies, guidelines, and procedures, and in the recruitment, selection, hiring, assignment, training, evaluation, and disciplining of employees.
6. Assists the Court with fiscal and budget matters, including the preparation and administration of the Court's budgets; monitoring and control of expenditures, purchasing of goods and services, writing Requests for Proposals, contract preparation and contract administration, and conducting research for grants and additional funding from public and private sources, and writing grants.
7. Assist the Court with issues concerning space, furnishings and equipment within the Court building.
8. Develops and implements methods and procedures to improve operational effectiveness, reduce operating expenses, and improve the quality of service to legal community, county officials and the public.
9. Evaluates operations and procedures, recommend improvements and modifications, and prepare various reports on operations and activities.
10. Undertakes projects and assignments that may require extensive research, analysis, and report writing.
11. Represents the Court at various meetings or on boards and committees, and assumes the duties of and act on behalf of the Court when the judge is absent.
12. May provide direct line supervision of some department managers and other employees.
13. Prepares the Court's monthly and annual reports.
14. Update and maintain inventory of the Court's furniture and equipment.
15. Perform other duties as assigned by the Court.
16. Master Courtview.

QUALIFICATIONS AND REQUIREMENTS

Candidates must have a combination of education, experience, skills, and personal characteristics that demonstrate the candidate's ability to perform the duties of the position. It is expected that the successful candidate will have at least the following qualifications and/or experience and meet the following requirements:

1. A bachelor's degree from an accredited college or university.
2. A minimum of two years experience in an administrative, leadership, and supervisory position, including supervising both professional and support staff. Management and administrative experience working for a public organization, or another government entity is not required, but will be a factor in evaluating the candidates. Service in a corporate, non-profit, or other private sector organization that provided an applicant with comparable experiences will be given consideration.
3. Knowledge of criminal, domestic relations, foreclosure law, domestic violence law, and civil court operations, and an understanding of legal terminology and trial court procedures.
4. Knowledge of case management operations and processes, budget management, strategic planning, and the Ohio Revised Code as it pertains to court services and operations.
5. Strong analytical and organizational skills and the ability to function at a high level within an organization without him or her being constantly supervised by the judge.
6. Ability to supervise managers and support staff, develop and implement policies and procedures, and resolve or recommend solutions to complex problems and situations.
7. Knowledge of common office practices, procedures, and equipment.
8. Proficiency in operating a personal computer and using, or being able to learn, including but not limited to Microsoft Office products such as Word, Outlook, Excel, and Courtview.
9. Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high pressure atmosphere under severe time constraints. Must have good time-management skills and be highly organized and detail-oriented.
10. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with judges, other elected officials, Court employees, law enforcement officers, lawyers, outside agencies, businesses, and the general public.
11. Ability to maintain sensitive and confidential information.
12. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives. Ability to recognize the need for change and respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented.
13. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, and to produce concise, error-free documents and reports.
14. Ability to organize and lead meetings of employees, judges, and others, and to make oral presentations before elected and appointed officials, public and private groups, Court employees, and others.
15. Must be conscious of and sensitive to the diversity within the Court's jurisdiction and be able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
16. Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials.

17. Demonstrated dependability, reliability, and excellent attendance record.
18. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

Additional consideration will be given to applicants who have any of the following qualifications: a major or significant course work in public, business, or judicial administration, public policy, criminal justice, or a similar field; a paralegal degree, a law degree, a master's degree in a relevant field, or designation as a Fellow of the Institute of Court Management; direct experience working with and reporting to elected and high-level government officials.

The qualifications and requirements listed above are guidelines for selection purposes. Alternative qualifications may be substituted if considered by the Court to be sufficient to demonstrate the ability to perform the essential duties of the position.

SALARY

The Court establishes its own pay grades and salary schedules, and has some flexibility in setting the salary of the successful candidate. A candidate with superior qualifications and experiences could be offered a higher starting salary.

BENEFITS

The Carroll County Common Pleas Court offers a benefits package that includes; health, prescription coverage with optional vision, dental, identity theft coverage, optional flex-medical spending account enrollment; vacation, sick and personal leave (length of service determined, etc.); eleven paid holidays, deferred compensation program, optional credit union membership and direct deposit of net pay.

Court employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability, and survivorship benefits, for public employees. All full-time employees hired after January 20, 2010, contribute to OPERS by paying the required employee share, 10% of their salary. The County pays required employer's share, 14% of the employee's salary. No Social Security taxes are withheld. Medicare percentage is withheld.

APPLICATION PROCESS

Applicants must submit a Carroll County Job Application (found at the County website: www.carrollcountyohio.us), a resume and a cover letter by December 1, 2017, addressed to:

Jewel Gallon, Court Administrator
Carroll County Common Pleas Court
P.O. Box 367
Carrollton, Ohio 44615
Or
jgallon@carrollcountyohio.us
Fax: 330-627-0985
Phone: 330-627-2450

Receipt of applications will be acknowledged by mail, and only those applicants invited for an interview will be contacted by telephone.

As part of the selection process, a candidate may be required to successfully perform exercises to test her or his knowledge of laws and regulations; writing ability; understanding of court systems; knowledge of legal terminology and procedures; and basic knowledge of the Carroll County Common Pleas Court. Any candidate who indicates knowledge of a second language or American Sign Language will be required to demonstrate those skills. The successful applicant will be required to undergo a criminal record check and may be required to undergo a background investigation and drug testing.

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.

CARROLL COUNTY APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>

APPLICANT INFORMATION								
Last Name		First		M.I.				
Street Address					Apartment/Unit #			
City			State			ZIP		
Phone			E-mail					
Best time to contact you?								
Have you ever submitted an application to Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you legally eligible for employment in the United States?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are under 18, can you furnish a work permit?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State/Number:				
Are you able to meet all of the attendance requirements of this position?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you able to work overtime if necessary?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you travel if the position requires it?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have any friends or relatives currently employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			

EDUCATION									
High School					Address				
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address				
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address				
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Please explain any gaps in employment							
Have you ever been fired or asked to resign from a job?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on separate sheet	

PROFESSIONAL OR TRADE ORGANIZATIONS

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization				Office(s) Held			
Organization				Office(s) Held			

REFERENCES

Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an “*at will*” nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	
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