



MONTGOMERY COUNTY

COMMON PLEAS COURT - GENERAL DIVISION

POSITION DESCRIPTION **Court Administrator**

Department:	Court Administration
Section:	N/A
Reports To:	Administrative Judge
Employment Status:	Full-time
Work Schedule:	40 hours per week
FLSA Status:	Exempt
Civil Service Status:	Unclassified
Pay Grade:	GS - 15

This position description sets out the essential duties and responsibilities of the position, details the knowledge, abilities, skills, licenses, certifications, education, and experience necessary to be successful in the role, and lists the equipment normally operated, scope of supervision, and usual physical demands on the incumbent.

POSITION SUMMARY:

The Court Administrator is the chief non-elected official of the court and reports to the Administrative Judge and the Judges of the court.

The Court Administrator, in cooperation and collaboration with the Judges of the court, is responsible for leading, planning, organizing, developing, coordinating, and directing all aspects of the court's operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position are as follows:

- Oversees the operation of the court by providing executive level leadership to the Court Administration Department, the Case Management Department, the Probation Services Department, the Information Technology Department, and working with the offices of the Judges and Magistrates of the court.
- Works with the Judges and senior staff leadership of the court to develop and implement long-term strategic vision, goals, and initiatives for the court, including evaluating data and organizational effectiveness for planning purposes.
- Provides direction and feedback to the financial resources professionals at the court regarding the development and advocacy for the court's budgets with federal, state, and county funding sources, including the general budget, grants, and special revenue funds.
- Offers direction and feedback to the human resources professionals at the court regarding the court's personnel needs, the development of appropriate human resource related policies and procedures, the hiring process, and the disciplinary process for court staff.
- Provides leadership to the court's communication professionals in the development of a communication strategy for the court regarding media relations, social media postings, and community relations.
- Offers updates to the Judges and staff of the court on a regular basis, including at all monthly judges' and judicial committee meetings.
- Assigns special work projects to staff, monitors and directs the progress of the projects, and ensures compliance with all legal, policy, and quality assurance standards.
- Ensures compliance with federal and state laws, policies, directives, codes of ethics, and organizational values.
- Promotes professional competency and awareness and advocates for appropriate training requirements and performance standards.
- Encourages cooperation and collaboration among staff, and the development of innovative projects to improve the court's operation and services to clients and stakeholders.
- Obtain and maintain Practitioner Certification through the Law Enforcement Automated Data System (LEADS).
- Participates in training opportunities, court activities, projects, and committees as requested or required.
- Completes other duties and responsibilities as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- **Knowledge of:** court services operations and processes; management principles; budget management; strategic planning; court system procedures and processes; Ohio Revised Code; and Rules of Superintendence for the Courts of Ohio.
- **Ability to:** implement decisions based on data analysis; establish a collaborative working relationship with outside agencies; consistently display a positive attitude; lead by example; treat others with respect; and motivate/encourage/mentor others.
- **Skill in:** effectively communicate, both verbally and in written form, with staff, Judges, elected officials, general public, and outside agencies; computer operation and job software applications; and upper level management decisions.

GENERAL EXPECTATIONS OF ALL COURT EMPLOYEES:

All court employees are expected to stay current in their areas of technical expertise; maintain attention to detail; exhibit good organizational skills; work effectively on own initiative and by cooperating with others; engage in active listening; speak and write clearly and concisely; demonstrate good manners, friendly demeanor, and professional behavior; uphold the policies, procedures, and practices of the court; maintain the confidentiality of sensitive and privileged information; and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level or mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position would be a law degree or master's degree in public administration, corrections, sociology, or psychology, and ten years of experience in the court system, with five years as a senior manager.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid state of Ohio motor vehicle operator's license is preferred in order to carry out job-related essential functions. Private insurance is required if private vehicle is employed for job-related functions.

SCOPE OF SUPERVISION:

The position supervises assigned personnel and carries out managerial duties in accordance with the operation's policies and applicable laws. Responsibilities include planning, assigning, directing work, and appraising performance.

EQUIPMENT OPERATED:

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

WORK ENVIRONMENT AND USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by the incumbent performing the requirements of the position. These physical demands are not, and should not be construed to be, job qualification standards. They are illustrated to help the court, incumbent, and applicant for the position identify reasonable accommodations that may need to be made when an otherwise qualified person is unable to perform the job's essential functions because of a recognized disability covered by, and in accordance with, the requirements of the Americans with Disabilities Act.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating and sitting in a vehicle.

This position description in no manner states or implies, and should not be construed as stating or implying, that it is a complete or exhaustive listing of the duties, responsibilities, qualifications for, and requirements of, an incumbent filling the position. The incumbent may be required to follow additional instructions and perform other duties required by a supervisor or designee.

The provisions of this position description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

Effective date: 1.1.23