New Philadelphia Municipal Court
Position Description

Division/Department: New Philadelphia Municipal Court
Location: 166 East High Ave., New Philadelphia, Ohio
Job Title: Court Administrator
Reports To: Judge
Supervises: Court Assignment Commissioner, Administrative Assistant to the Judge
Hours: 8:00 a.m. to 4:30 p.m. (hours may vary)

__X__ Exempt _____ Non-exempt

Summary of Position: Overall management of Court operations, supervising and directing Court employees, and developing and implementing policies and procedures.

Education Requirements: A minimum of a bachelor's degree from an accredited college or university. Law degree preferred. 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 other government entity.

Certification and/or Licensure Requirements, Knowledge, Skills, and Abilities: Certification and/or Licensure Requirements, Knowledge, Skills, and Abilities: Valid Ohio driver's license. Must be able to write, speak and understand the English language; must be able to communicate policies, procedures, regulations, reports, etc. to personnel, Court users, visitors, and the Court verbally and in writing. Must possess the ability to make independent decisions when circumstances warrant such actions. Must possess the ability to deal tactfully and professionally with Court personnel, the Court, community representatives and the general public. Must possess a working knowledge of computer technology for preparation of reports and other written memoranda. Must be able to manage time and responsibilities effectively.

1. Knowledge of criminal and civil law and procedures, and an understanding of legal terminology and trial court procedures.
2. Knowledge of case management operations and processes, budget management, strategic planning, and the Ohio Revised Code and Rules of Superintendence as it pertains to court services and operations.
3. 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.
4. Ability to supervise managers and support staff, develop and implement policies and procedures, and resolve or recommend solutions to complex problems and situations.
5. Knowledge of common office practices, procedures and equipment. Proficiency in operating a personal computer and using software programs such as Word, Outlook, Excel, and Henchen's.
6. 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.
7. 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.
8. Ability to maintain sensitive and confidential information.
9. Ability to organize and lead meeting of employees, judges, and others, and to make oral presentations before elected and appointed officials, public and private groups, court employees and others.
10. Must be conscious of and sensitive to the diversity within the court's jurisdiction and be able to interact professionally with the diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis

Specific Duties include, but are not limited to:

1. Addresses day-to-day operational issues, such as staffing needs, courtroom operations, building operations, equipment needs, and technology.
2. Assists the court in supervision and providing direction to judicial and clerk staff which includes the bailiff, probation department and clerk's office.
3. Works with and facilitates communication with the Board of County Commissioners, City Council, law enforcement, prosecutors, defense attorneys, all public office holders, the Ohio Supreme Court, and local bar association.
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.

Assists the Court with fiscal and budget matters, including the preparation and administration of the Court's budgets; monitoring and control of expenditures, purchasing goods and services, writing Requests for Proposals, contract preparation, Memoranda of Understanding, conducting research for grants and additional funding from public and private sources, and writing grants.

6. Assist the Court with issues concerning space, furnishings, and equipment within the Court building.
7. Develops and implements methods and procedures to improve operational effectiveness, reduce operating expenses, and improve the quality of service to the legal community and the public.
8. Undertakes projects and assignments that may require extensive research, analysis, and report writing.
9. Represents the Court at various meeting or on boards and committees.
10. Assists with the preparation of the Court's annual report.
11. Perform other duties as assigned by the Court.
12. Adhere to the policy and procedures as documented in the New Philadelphia Municipal Court Employee Handbook and Management Manual.

Work Experience Requirements: Experience in a legal setting or administrative, leadership, and supervisory position, including supervising both professional and support staff. Management and administrative experience working for a public organization, or other government entity.

Physical and Sensory Requirements: (with or without a reasonable accommodation):

1. Must be able to operate office equipment such as computer, copier, and fax machine.
2. Must be able to move intermittently throughout the day.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that requirements of the position can be fully met.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

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