

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	Director of Operations
CLASSIFICATION/ SALARY RANGE:	Non-Exempt/Unclassified \$51,147.20 Minimum \$60,569.60 Midpoint \$70,012.80 Maximum
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media, Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted: <b>October 6, 2021 through October 15, 2021.</b>

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### **SUMMIT COUNTY COMMON PLEAS COURT** **An Equal Opportunity Employer**

<b>POSITION TITLE:</b>	Director of Operations	<b>GRADE:</b>	26
<b>DEPARTMENT:</b>	Department of Operations	<b>CLASSIFICATION:</b>	Non-Exempt Unclassified
<b>REPORTS TO:</b>	Court Executive Officer	<b>PAGE:</b>	1 of 3

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#### **POSITION SUMMARY:**

Under general direction, monitors the assignment of civil and/or criminal cases to judges; supervises assigned employees; prepares statistical and Ohio Supreme Court reports; performs related clerical duties. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Monitors the assignment of civil and/or criminal cases to judges; accesses and updates SCORS (Summit Court Online Record System); oversees case management of civil and/or criminal cases; Able to prepare master list of civil and criminal cases; ensures all cases proceed through the court system in a timely manner;
2. Supervises assigned employees within the Department of Operations (i.e. – Criminal Division, Civil Division, and Administrative Specialists (e.g., schedules, assigns, and reviews tasks, approves leave requests, recommends discipline, assists with difficult or complex problems, evaluates performance, etc.).
3. Prepares or ensures proper preparation of reports and related documents (e.g., grand jury reports, Ohio Supreme Court reports, monthly, quarterly, and annual statistical reports, etc.); court scheduling; attorney notifications; prepares criminal and/or civil cases for assignment; records motions; types journal entries or court orders, transfer orders, etc.; distributes documents to attorneys, probation department, clerk's office, etc.; oversees the preparation and distribution of court schedules and trial schedules; maintains and updates the court's case management system as needed.
4. Schedules visiting judges and performs related clerical and administrative duties for visiting judges (including Bailiff duties, when needed).
5. Performs related clerical duties (e.g., typing, filing, copying, etc.); assists with title transfer requests and orders for judge signature; answers telephone and in-person inquiries regarding dates, locations and related information on trials, pretrials, arraignments, hearings, etc.

Date Adopted:

Date Revised: 9/30/21

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### QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

**Education:** Completion of secondary education supplemented by general business and secretarial science courses, plus three (3) years related court experience or equivalent.

**Skills:** Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS.

**Physical Ability:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

**Mental Ability:** This position requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

**Position Type/Expected Hours of Work:** This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

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### ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

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Director of Operations

Date

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Administrative Judge

Date