

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Administrative Compliance and Assessment Coordinator Domestic Violence Intervention Court
CLASSIFICATION/ SALARY RANGE:	Unclassified/Non-Exempt \$44,512.00/\$21.40
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; Pre-Employment Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted: January 4, 2022 through January 11, 2022.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Administrative Compliance and Assessment Coordinator	GRADE:	21
DEPARTMENT:	Domestic Violence Intervention Court	CLASSIFICATION:	Non-Exempt Unclassified
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POSITION SUMMARY:

Under direction, provides support for the development, maintenance and monitoring of quality assurance and legal compliance standards, including Ohio Supreme Court guidance, grant awarding agencies, internal policies and procedures and other requirements; coordinates screening, assessment and orientation processes; performs related administrative and clerical duties. Performs other related duties as required and may be cross trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Perform any related duties required by the court or the DVIC Program Director.

1. Attend, and assist in preparing for, all Specialized Docket Court Sessions, Team/Treatment, and others as deemed appropriate.
2. Provide administrative and technical support for the DVIC, including legal and program compliance reporting, technical assistance for participants, human resource capacity, and development of program documentation.
3. Administer, coordinate and track DVIC Screening and Assessment process, providing Officer reports for prescriptive case planning.
4. Facilitate and coordinate Participant Orientations and internal DVIC Case Transfer reports.
5. Monitor, track and ensure completion of all assessment updates and reassessments for participants, DVIC team and staff.
6. Develop, expand, modify, and maintain all DVIC data collection processes and virtual supports for supervision (Mandela), including program/case outcomes, financial and data tracking, and continuous quality assurance efforts.
7. Identify and develop new internal DVIC participant and staff resources.
8. Serve as the central point for all data collection efforts (e.g., community, participants, staff, DVIC Team, referral agencies, etc.) for the DVIC.

Date Adopted:

Date Revised: 11/23/2021

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9. Provide programming and groups within the DVIC Internal Resource Directory and contribute to development of new online resources.
10. Generate and distribute program and progress reports, Program Status reports for the public, Case related reports for Officers, Efficiency and Outcome reports for empirical decision making
11. Other duties as assigned by the Court or the Program Director.

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:

Required Qualifications: Completion of an associate degree from an accredited college or university with a major in criminal justice, behavioral science, or other related discipline, or equivalent. Possession of a valid Ohio Driver's License and liability car insurance.

Knowledge, Skills, and Abilities: Understanding of domestic violence, its correlates, and treatments.

Requires ability to communicate effectively and professionally, both verbally and in writing.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Ability to maintain sensitive and confidential information.

Completion of the ORAS certification (within 3 months of hire)

This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft

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Office products/Internet applications, use of SCORS (developed after employment). Strong preference for experience with DVIC data collection system, Mandela.

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

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.

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.

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.

Administrative Compliance and Assessment Coordinator Date

Presiding Judge Date