

# **APPLICATIONS BEING ACCEPTED**

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

POSITION: Community Relations Liaison/Court Resource Development & Public Information Officer

CLASSIFICATION/  
SALARY RANGE: Unclassified/ Exempt  
\$65,000 - \$75,000

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](mailto:hr@cpcourt.summitoh.net)

POSTING DATE: Applications accepted:  
**Posting open until position filled.**

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

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

<b>POSITION TITLE:</b>	Community Relations Liaison/Court Resource Development & Public Information Officer	<b>GRADE:</b>	35
<b>DEPARTMENT:</b>	General Division	<b>CLASSIFICATION:</b>	Exempt Unclassified
<b>REPORTS TO:</b>	Court Executive Officer	<b>PAGE:</b>	1 of 4

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### **POSITION SUMMARY:**

Under the direction of the Court Executive Officer, serves as the primary liaison between the General Division and the media and community connections. Direct and coordinates the various public communications and outreach of the General Division through press releases, written content and active outreach. Manages and monitors General Division social media accounts and content for Court webpage. Advises other Court personnel on responding to media requests as appropriate. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

### **SUPERVISORY RESPONSIBILITIES:**

- Assures quality and appropriateness of General Division communication programs and initiatives, whether internally or externally produced.
- Develops community resources and facilitates these resources with employees.
- Fosters positive internal and external relations to improve services and efficiencies
- Works in collaboration with Adult Probation Director of Resource Development to develop and maintain policies and procedures and ensure compliance within court-wide operations

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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. Leads and facilitates General Division community and employee programming and related functions.

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2. Plans, develops and coordinates comprehensive communication programs, to include media, public affairs and publications, in close collaboration with other County communications and/or public relations activities.
3. Serves as the designated spokesperson and represents the General Division externally to other governmental and private entities.
4. Maintains, develops, recommends, and implements program objectives, policies, and procedures.
5. Develops and pursues new goals and objectives for improvement in areas of employee and community relations.
6. Performs other related duties as assigned or required.

### **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:

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|---|--|
| <b>Education &amp; Related Work Experience:</b> | Bachelor's degree from an accredited four-year college or university. Preference for experience or coursework in English, public relations, communications, journalism, public administration, or a closely related required; a professional degree is preferred. At least ten years of experience in public affairs, public information, communications, community outreach or intergovernmental relations experience preferred. Possession of a valid Ohio Driver's License and liability car insurance. |
| <b>Knowledge, Skills, and Abilities:</b>        | <ul style="list-style-type: none"><li>• Excellent verbal and written communication skills.</li><li>• Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, mission, goals, compensation practices, and the administrative practices related to those factors</li></ul>  |

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- Thorough understanding of communication principles, media and public relations techniques and ability to establish and implement cohesive communication and public relations strategies.
- Excellent strategic planning and management skills.
- Ability to develop and maintain positive relationships with employees, officials, directors, and other stakeholders.
- Excellent knowledge of local and regional media contacts and/or a proven ability to develop such relationships quickly
- Ability to compile, research and analyze information, and compose and present comprehensive reports and executive level communications for internal and external audiences.
- Ability to communicate technical information to non-technical users.
- Thorough understanding of dispute resolution and compensation administration.
- Ability to remain tactful, calm, and persuasive in controversial and/or confrontational situations.
- Demonstrated ability to maintain confidentiality.
- Proficient in Microsoft Office Suite or related software.
- Knowledge of common social media platforms.

**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.

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Prolonged periods sitting at a desk and working on a computer.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 15 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.

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Community Relations Liaison/ Court Resource Development & Public Information Officer Date

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Administrative Judge Date