

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Executive Administrative Specialist
CLASSIFICATION/ SALARY RANGE:	Unclassified/Exempt \$51,937.60 Minimum \$58,468.80 Midpoint \$67,100.80 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: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted beginning January 13, 2023. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

POSITION TITLE:	Executive Administrative Specialist	GRADE:	27
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	1 of 5

POSITION SUMMARY:

Under direction, performs senior level administrative support and grant administration duties to assist the Court Executive Office leadership team. 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 are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Relieves the Court Executive Office leadership team of administrative tasks; conveys activities to Judges, Department Supervisors, and Court Personnel as instructed; receives and responds to inquiries from constituents, general public, and employees. Performs complex and confidential administrative functions (e.g., types a variety of material including orders, agendas, reports).
2. Circulates, files, logs and distributes all Court orders signed by the General Division Judges relating to personnel and operational matters. Sets up and maintains Court Executive files.
3. Assists with job posting, processing employment applications and scheduling interviews; prepares letters to candidates.
4. Assists with payroll approval; updates and maintains payroll data.
5. Researches and identifies government and private funding opportunities and distributes information on current grant opportunities to the Court.
6. Prepares grant proposals and supporting documents that are well written, researched, documented, and timely submitted in response to solicitations.
7. Serves as a Court liaison to all funding agencies and organizations;
8. Serves as primary contact for grant writing and administration for Summit County Common Pleas Court.
9. Acquires and maintains up-to-date knowledge of funding from federal, state and local programs and submission deadlines for applications that are relevant to the Court and Court programs.
10. Maintains a grant funding calendar of activities.

Date Adopted:

Date Revised: 01/09/2023

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

POSITION TITLE:	Executive Administrative Specialist	GRADE:	27
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	2 of 5

11. Initiates meetings and identify appropriate staff members to become the grant development and grant review committee when preparing proposals and grant applications.
12. Coordinates writing and budget development at pre-award stage of proposal.
13. Work with Judges and Department Managers to identify funding needs and develop a grant funding strategy for submitting proposals.
14. Coordinates and completes paperwork, electronic registration and submission necessary for proposals and grants.
15. Develops and maintains a central depository of boilerplate language of information on the Court, Court programs, Court projects, Court data, past grant proposals, and funding records for the Court.
16. Coordinates the evaluation of outcomes for each grant; develops tools or systems to collect outcome data.
17. Establishes the fiscal monitoring of approved grants to ensure quality assurance throughout all processes by reviewing available funds in compliance with state and federal procedures.
18. Maintains all required records for grant compliance. Identifies and resolves noncompliance issues.
19. Conducts internal audits and prepares outcome reports for grant compliance; conducts internal audits and prepares reporting documentation for state and federal grants; provides scheduled progress and activity reports.
20. Conducts training on regulations, requirements, application procedures, and/or project administration. Monitors and tracks grant expenditures; prepares progress and activity reports and/or billings.
21. Requests and reviews scoring documentation on all grants submitted in order to identify strengths and weaknesses in grant submittals to improve upon future applications.

Date Adopted:

Date Revised: 01/09/2023

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT
An Equal Opportunity Employer

POSITION TITLE:	Executive Administrative Specialist	GRADE:	27
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	3 of 5

22. Other duties as assigned.

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 a bachelor's degree from an accredited college or university in English, creative writing, public or business administration or a related field. Experience in grant writing, reviewing, managing and/or administering grants or budgets is preferred.

Knowledge, Skills, and Abilities: Requires the ability to manage multiple priorities, to deal with large number of variables, and to determine specific action. Must be able to define problems, collect data, establish facts, draw valid conclusions, and make recommendations for action.

Experience working with grant administration including managing budgets preferred.

Requires strong organizational skills with the ability to implement systems and follow up processes.

The ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.

Requires excellent oral and written communications, interpersonal, negotiation project planning, judgment, leadership, decision-making, analysis, and problem-solving skills.

Date Adopted:
Date Revised: 01/09/2023

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT
An Equal Opportunity Employer

POSITION TITLE:	Executive Administrative Specialist	GRADE:	27
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	4 of 5

Requires the ability to produce work within tight time constraints. Ability to meet multiple deadlines and deal with shifting priorities. Ability to effectively work under pressure.

Knowledge of and skills with Microsoft platform, including Word and Excel spreadsheets. Must have ability to use required internet applications for grant filing and administration.

Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.

SPECIAL REQUIREMENTS: This position is regularly exposed to sensitive information and the employee is expected to keep any 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. to 4:00 p.m.; however, this position may require some evening and weekend work.

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT
An Equal Opportunity Employer

POSITION TITLE:	Executive Administrative Specialist	GRADE:	27
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	5 of 5

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.

Executive Administrative Specialist

Date

Administrative Judge

Date

Date Adopted:
Date Revised: 01/09/2023