

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 \$45,635.20 / \$21.94
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 March 22, 2023. Position open until filled.

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
REPORTS TO:	Domestic Violence Intervention Court Presiding Judge	PAGE:	1 of 3

POSITION SUMMARY:

Under direction, provides support for the administration of the Domestic Violence Intervention Court. Supports the Program Coordinator in maintaining and monitoring of quality assurance and legal compliance standards, including Ohio Supreme Court guidance, grant awarding agencies, internal policies and procedures and other requirements; assists in the coordination of 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 Coordinator.

1. Attend and assist in the preparation of all DVIC Specialized Docket Court Sessions, Team/Treatment meetings and all other appointments and/or meetings as deemed appropriate.
2. Assist in the identification, coordination, tracking and assignment of felony-level, intimate-partner domestic violence cases from Grand Jury through the termination of community control.
3. Assist the Program Coordinator in support of the Supervision Team's development and implementation of prescriptive case plans and Officer Reports.
4. Track weekly and/or biweekly compliance with Supervision and Court requirements and reporting of program responses (e.g., Courtroom Observations and sanctions/incentives).
5. Assist in the tracking of compliance with Screening and Assessment, Orientation, and Supervision requirements, particularly submission of paperwork and surveys.
6. Prepare and coordinate the distribution and receipt of DVIC documentation and assist in communication and information sharing with other Courts and Community Partners.
7. Assist with the development of internal DVIC Policies, Procedures, and Working Processes.
8. Provide quality assurance for all data collection efforts (e.g., community, participants, staff, DVIC Team, referral agencies, etc.).

Date Adopted: 11/23/2021

Date Revised: 02/28/2023

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9. Provide support for and ensure the appropriate assignment of cases throughout the DVIC Screening and Assessment process, Orientation, Admittance Hearing, and Transfer of cases to Supervision.
10. Support the Program Coordinator in data entry, report writing, and other administrative tasks.
11. Other duties as assigned by the Court or Program Coordinator.

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.

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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 (developed after employment) and Google Workspace.

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 herein 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

Domestic Violence Intervention Court Presiding Judge Date