

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	HOPE COURT ADMINISTRATIVE ASSISTANT HOPE (Mental Health) Court
CLASSIFICATION/ SALARY RANGE:	Unclassified/Exempt \$57,220.80 / \$27.51
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 August 14, 2023. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

POSITION TITLE:	HOPE COURT ADMINISTRATIVE ASSISTANT	GRADE: 20
DEPARTMENT:	HOPE COURT	CLASSIFICATION: Exempt Unclassified
REPORTS TO:	Hope Court Presiding Judge	PAGE: 1 of 4

POSITION SUMMARY:

Under direction, the Hope Court Administrative Assistant provides administrative support to the HOPE (Mental Health) Court specialized docket program. This position is a key member of the HOPE Court team, responsible for all administrative functions of the program including, but not limited to: data tracking and reporting; assistance with maintaining specialized docket certification, event and meeting coordination and development of program forms, brochures and printed materials. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

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. Ensures compliance with the Supreme Court of Ohio Specialized Docket certification process, including submission of initial/renewal applications; schedules and participates in site visits; and maintains all program specific materials and documents.
2. Develops program brochures, newsletters, PowerPoint presentations, and other promotional materials to educate the public and provide community outreach.
3. Works to develop, expand, and enhance relationships with community partners.
4. Facilitates and coordinates participant outings and court events.
5. Conducts outreach to defense counsel and community partners to educate them on the benefits of participation in HOPE Court.
6. Collects and compiles program data and statistics. Updates and incorporates this data into established documents and program materials.
7. Attends all Specialized Docket Court sessions and Treatment Team meetings required to maintain successful operations and policies of Program.
8. Assists in development of and/or updates program procedures, forms and documents.

Date Adopted: 8/14/2023
Date Revised:

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9. Collaborates with Grant Administrator to research, identify, develop and apply for grant opportunities.
10. Ensures compliance with all grant requirements, which includes: regular data reporting and statistics as well as potential grant modifications and site visits.
11. Reconciles grant monies and expenditures and maintains all financial records. Collects all invoices, requisition forms, expense requests, budget applications and any other relevant financial documentation.
12. Schedules and prepares for all Advisory Committee, Collaboration Board and Treatment Team meetings. Creates agendas and notifies all parties of meetings. Disseminates post-meeting summaries to attendees.
13. Completes a diversity, equity and inclusion audit of the HOPE Court program to improve access and remove barriers to participation and recruitment. Recommends policy and procedure changes to implement recommendations from the audit.
14. Attends trainings relevant to this position.
15. Performs other duties as 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:

Required Qualifications: Completion of a Bachelor's degree from an accredited college or university; plus a minimum of three (3) years of experience in an administrative position. Possession of a valid Ohio Driver's License and liability car insurance

1. Effective in public speaking and creating professional presentations for community outreach.

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**Knowledge,
Skills, and
Abilities:**

2. Proficiency using Microsoft Office software, including, but not limited to: Word, Excel, Outlook and Powerpoint.
3. Ability to create spreadsheets for collecting and analyzing program data.
4. Ability to work independently and exercise independent, professional judgement to meet collective goals.
5. Ability to plan and organize meetings, activities, and public outreach for the Program Judge.
6. Knowledge of research, development of and applying for grant opportunities.
7. Ability to communicate clearly, courteously, and effectively with a variety of diverse individuals including: judges, magistrates, attorneys, court personnel, social services agencies, program participants and the general public.
8. Ability to facilitate the implementation and acceptance of change within the workplace; encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
9. Ability to accept responsibility for the effective planning, direction and control of an activity.
10. Ability to work effectively in a team environment to accomplish organizational goals.
11. Excellent written and verbal communication skills.
12. Professional appearance and demeanor appropriate for the position and the Court work environment.

**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.

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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.

POSITION TITLE: _____ Date _____

Administrative Judge _____ Date _____