

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION: Valor Court Case Specialist

CLASSIFICATION/
SALARY: Unclassified/Exempt
\$53,497.60/\$25.72

DURATION OF EMPLOYMENT: Full-time employment following successful completion of 180-day probationary period. This position is grant-funded through September 29, 2024; all appointments to positions funded under grants are contingent upon continued grant funding.

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 September 28, 2023. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

POSITION TITLE:	Valor Court Case Specialist	GRADE:	20
DEPARTMENT:	Common Pleas Court, General Division	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Valor Court Presiding Judge	PAGE:	1 of 4

POSITION SUMMARY:

The Valor Court Case Specialist shall oversee the program supervision of participants for the Valor Court specialized docket and monitoring program compliance for participants. This position maintains the daily operations of the specialized docket and provides community supervision to the participants. Works closely with Valor Court Presiding Judge and probation staff in maintaining programmatic compliance and progression.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

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. Attend all Specialized Docket Court Sessions, Team/Treatment Meetings, Advisory Committee Meetings, and others as deemed appropriate.
2. Provides input and information as to participants' program compliance to the Valor Court Presiding Judge, the Prosecutor's Office, treatment team members, and other relevant parties.
3. Enforce court-ordered program components and implement programmatic strategies. Maintains contact with participants; monitors participants' activities within the community (e.g., in office reporting, field contacts, family interviews, home visits, accesses and updates SCORS [Summit Court Online Record System]); ensures participant is aware of program rules and court orders; verifies information received from participant (e.g., address, place of employment, treatment progress, etc.); monitors participants' compliance to directives and financial obligations.
4. Prepares and serves program violations, citations, warrants; prepares capias requests; testifies at program violation or court session hearings; prepares inter-office memorandums for judges; Serves as a resource to the court. Maintains detailed written records of case activity.
5. Performs related administrative and clerical duties; prepares and maintains correspondence; makes and responds to telephone and written inquiries; updates and maintains files; attends departmental meetings and various training seminars.
6. Regularly screen participants and conduct evidence based program assessments, such as the Ohio Risk Assessment System (ORAS) as outlined by policy and procedure.
7. Monitor and enforce court orders issued through the Court.
8. Screen and process participants for program eligibility and entry.
9. Maintain regular communication with local agency liaisons to assist and aid in outreach, support and education with successful completion of the program the primary goal and function.
10. Track, compile, report and analyze all programmatic data according to Specialized Docket Certification, Probation Department, and Grant Standards.

Date Adopted: 03/25/2020

Date Revised:

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11. Attend all trainings and meetings as directed by the Valor Court Presiding Judge, Specialized Docket Certification, and Grant requirements.
 12. Performs other related 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:

Education & Related Work Experience: Bachelor's degree from an accredited college or university in corrections, sociology, criminology, criminal justice, public administration, social services or closely related field; plus, a minimum of five (5) years of experience as a probation, parole officer, Specialized Docket program coordinator or case management of participants within a Specialized Docket Program. Possession of a valid Ohio Driver's License and liability car insurance.

Knowledge, Skills, & Abilities: Ability to make recommendations and decisions in order to meet the Court's objectives (e.g., analyzing a problem in order to identify solutions, knowing how to obtain funding).

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.

Ability to learn and implement evidence-based practices in the field of community corrections.

Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Ability to make sound, well-informed, and objective decisions in a timely manner; compare data, information, and input from a variety of sources to draw conclusions; take action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution, and follows-up to see how it is working. Calculates and evaluates the long-term consequences of a decision.

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Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Ability to accept responsibility for the effective planning, direction and control of an activity.

Knowledge of grant preparation and writing.

Work effectively in a team environment to accomplish organizational goals.
Excellent written and verbal communication skills.

Knowledge of Specialized Docket programmatic standards and the certification requirements established by the Ohio Supreme Court.

Knowledge and/or experience with supervision of program participants.

The qualifications listed above are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

**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. This position is grant-funded through September 29, 2024; all appointments to positions funded under grants are contingent upon continued grant funding.

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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.

Valor Court Case Specialist

Date

Valor Court Presiding Judge

Date