

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Special Projects Officer
CLASSIFICATION/ SALARY RANGE:	Unclassified/Exempt \$48,547.20 – \$66,393.60
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 12, 2024. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Special Projects Officer	GRADE:	22
DEPARTMENT:	Court Executive Office General Division	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	1 of 3

POSITION SUMMARY:

Works under general direction of the Court Executive Officer and General Division Judges; coordinates and plans special events and activities; disposes of equipment; maintains equipment inventory; handles purchasing and other executive office functions as needed; performs special projects for Court Executive as required or assigned. 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 and are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

1. Manages surplus, transfers and disposal of furniture and equipment; maintains office supply inventory and furniture inventory over \$1000 and prepares related ACFR documents.
2. Creates, photographs and manages surplus items that go into the Public Auction Site.
3. Reports daytime custodial and urgent maintenance needs and issues to maintenance supervisor by phone. All non-emergent maintenance needs are submitted through their online work order. Night custodial issues are emailed to Night Custodial Supervisor.
4. Submits telephone work orders for any issues or need through OIT online site.
5. Monitors keys for Courthouse facilities and maintains log. Conduct annual audit of all keys that have been issued.
6. On capital cases, prepares lanyards (if requested) and help jury room staff set-up and process jurors for initial group voir dire at Akron-Summit County Public Library.
7. Sequesters juries in capital murder cases (e.g., arranges for food and lodging, coordinates transportation and security, etc.).
8. Provides assistance to Jury Office when a staff member is absent or workload dictates.
9. Performs special projects for Court Executive as assigned (e.g., organizes special events, evaluates space needs, etc.). Orders needed furniture and equipment and helps set up event. Orders food and necessary supplies for event.
10. Serves as records officer for the Court (monitor on and off site records inventory, supervises records destruction as required).
11. Manages retention of court reporters exhibits 60 days after notification letters have been sent to the proffering parties by Court Reporters.
12. Handles purchasing and inventory of supplies including letterhead, envelopes, business cards and signage for the General Division, Adult Probation and Psycho-Diagnostic Clinic.
13. Reconcile PCard transactions through Munis.

Date Adopted:

Date Revised: 8/9/18

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14. Purchases cases of paper for Courts, Courthouse Departments, Adult Probation and Psycho-diagnostic Clinic through Munis.
15. Orders robes for Judges and Magistrates. Manages cleaning and repair of robes.
16. Handles all framing of pictures, certificates etc. for the Judges.
17. Orders water for Courts, Adult Probation, Psycho-diagnostic Clinic and various departments on a monthly basis.
18. Purchases and manages books for the Courts.
19. Oversees and maintains log for court issued parking passes.
20. Maintains and updates Court's Electronic Directories and mailboxes as needed.
21. Makes food arrangements for meetings as requested (e.g. monthly Judges meetings).

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:** Completion of secondary education supplemented by additional education, training, and/or business and management experience with the ability to deal with a wide variety of situations. Experience with personal computers, networking, and office applications.
- Knowledge, Skills, and Abilities:**
- Requires strong organizational skills with the ability to implement systems and follow up processes.
 - Requires the ability to produce work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.
 - 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
 - Knowledge of and skills with Microsoft platform, including Word and Excel spreadsheets. Knowledge of Munis is helpful.
 - Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.

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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.

Physical Ability cont. 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 50 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.

Special Project Officer

Date

Court Executive Officer

Date

Date Adopted:

Date Revised: 8/9/18