

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Assistant Court Executive Officer
CLASSIFICATION/ SALARY RANGE:	Unclassified/ Exempt \$82,617.60 Minimum \$100,131.20 Midpoint \$117,624.00 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 May 20, 2025. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Assistant Court Executive Officer	GRADE:	42
DEPARTMENT:	Court Executive Office General Division	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	1 of 3

POSITION SUMMARY:

The Assistant Court Executive Officer (Assistant CEO) is an executive level position, responsible for the administration of judicial support by providing leadership, planning, direction and supervision of the operations of Summit County Common Pleas Court. The Assistant CEO is appointed by and serves all of the judges of the Court and functions under the direction of the Administrative Judge and Court Executive Officer. The Assistant CEO supports all judges by leading the administrative functions of the Court. The Assistant CEO assists the Court Executive Officer in resolving complex and sensitive issues having a significant impact on the day-to-day functioning of the Court.

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.

- Assists the Court Executive Officer in developing and implementing the long-term strategic vision, goals and initiatives for the Court, including evaluating data and organizational effectiveness.
- Assists with establishing and modifying policies and procedures consistent with overall court, county and state policies, requirements and laws.
- Oversees the work of the Director of Finance, providing guidance on budget and financial issues. Assists the Director of Finance in developing, administering, executing and monitoring budget and financial plan; supervises and assists the finance director in overseeing staff responsible for the Court's financial functions, including procurement, finance/accounting, internal controls, budget analysis and grant administration.
- Provides leadership and mentoring to the court's communication professionals in the development of a communication strategy regarding media relations, social media postings, and community relations. Assists Court in responding to information requests to comply with the Ohio Rules of Superintendence and/or Ohio Sunshine laws.
- Provides supervisory oversight of the Court's information technology; participates in the development and maintenance of strategic IT plans.
- Serves as administrative liaison between judges and other county offices, professionals and general public, recommends changes in policies and procedures.
- Meets and confers with judges, county officials, professionals, staff member, and general public as necessary to resolve conflicts and make program evaluations and recommendations.

Date Adopted:

Date Revised: 05/20/2025

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QUALIFICATION STANDARDS:

To be qualified for appointment as the Assistant CEO, a candidate must hold a bachelor's degree from an accredited college or university in public, business, or judicial administration (or related field) and have a minimum of 2 years of relevant experience in public service or the private sector that provides the candidate with a thorough understanding of organizational, procedural, and human aspects of managing an organization. The Assistant CEO should have demonstrated skill in leading, motivating and overseeing a diverse workforce. The Assistant CEO should have a proactive, positive approach to managing change and a creative, innovative approach to planning and problem solving. Certified Court Manager (CCM) certification is preferred. Master's Degree and/or Law Degree 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.

Requires extensive knowledge in project/program management; experience managing multiple simultaneous projects; long term focus; ability to make recommendations regarding complex strategic decisions.

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.

Requires the ability to produce work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.

Knowledge of and skills with Microsoft platform.

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

**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.

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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 This is a full-time position and regular hours of work and days are Monday through
Type/Expected Friday 8:00 a.m. to 4:00 p.m.; however, this position may require some evening and
Hours of weekend work.
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.

Assistant Court Executive Officer

Date

Administrative Judge

Date