

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Court Executive Officer
CLASSIFICATION/ SALARY RANGE:	Unclassified/ Exempt \$84,552.00 Minimum \$102,460.80 Midpoint \$120,827.20 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 October 30, 2024. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Court Executive Officer	GRADE:	45
DEPARTMENT:	Court Executive Office General Division	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Common Pleas Judges	PAGE:	1 of 3

POSITION SUMMARY:

The Court Executive Officer (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 CEO is appointed by and serves all of the judges of the Court and functions under the direction of the Administrative Judge. The CEO supports all judges by leading the administrative and operational functions of the Court. The CEO assists 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.

- Oversees the business of the Court including statistical reporting, case management, and serving as the custodian of all official non-case related court records.
- Supervises and monitors operational activities to ensure work performance complies with established standards; provides statistical analysis and projections, assists with difficult or complex assignments and problems.
- Monitors and modifies organizational policy and Court rules, which requires collaboration with judges and other court personnel; interprets and applies the appropriate statutes, rules, and operating procedures.
- Serves as the Budget and Finance director for the Court. Develops, administers, executes and monitors budget and financial plan.
- Duties include oversight and supervision of case flow, jury management, special projects, security, court reporting, facilities management, and information technology. Provides direct supervision to all court operational managers and departments.
- Oversees the work of the Court's Grant Administrator and provides assistance with grant applications.
- Develops procedures, programs, and policies to assure efficient functioning of the Court.
- Responsible for identifying and providing departments with guidance, assistance, training, and mentoring.
- Plan, develop, and implement long and short term policies, goals, objectives, and priorities for the Court.
- Identify needed changes, innovations, or problems, and make recommendations for procedural or administrative improvements of court programs and services.
- Direct the development and administration of the Court's comprehensive emergency preparedness plan and disaster recovery plans.

Date Adopted:

Date Revised: 10/30/2024

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- Review and analyze organizational structure, functional assignment, and duties to prepare for current and future organizational needs.
- Serves as administrative liaison between judges and other county offices, professionals and general public; meets and confers with staff members to evaluate court programs and services and recommend changes in policies and procedures.

QUALIFICATION STANDARDS:

To be qualified for appointment as the Court Executive Officer, 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 5 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 CEO should have demonstrated skill in leading, motivating and overseeing a diverse workforce. The CEO should have a proactive, positive approach to managing change and a creative, innovative approach to planning and problem solving. Certified Court Manager (CCM) and Certified Court Executive (CCE) certifications are 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.

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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.

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 Friday 8:00 a.m. to 4:00 p.m.; however, this position may require some evening and weekend work.

Type/Expected Hours of 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.

Court Executive Officer

Date

Administrative Judge

Date