



# Lorain County Domestic Relations Court

## Position Description

### **Classification Title: Court Administrator**

FLSA Status:	Exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Administrative Judge
Civil Service Status:	Unclassified	Division:	Administration

### **DISTINGUISHING JOB CHARACTERISTICS**

Manages operations, staff and budget of the Lorain County Domestic Relations Court. Maintains responsibility for planning, developing, administering and achieving the over-all vision and mission of the Court.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.*

Manages and directs Court operations and staff from an executive management level, and under the administrative direction of three Judges. Manages Court management staff to provide direction in court operations and program functioning. Delegates and coordinates work, plans and implements objectives and organizational goals, and ensures services provided meet quality and regulatory standards. Evaluates, directs and monitors performance of department directors and program heads, and program effectiveness and efficiency.

Develops and maintains standards of professional practice in the Court, and administers sound human resource management practices. Recruits, interviews, employs and discharges employees, and oversees, directs and maintains final authority in Court human resource functions and practice. Oversees personnel decisions affecting all court operations, and maintains responsibility for compliance of court policy and practice with applicable laws and regulations.

Participates and maintains responsibility for court budget. Confers with Fiscal Director regarding Court budgetary issues and ensures Departments and programs operate in compliance with approved budgetary limits. Establishes and maintains appropriate funding base for court operations through general fund appropriations, grants, subsidies, contracts.

Reports to and confers with Judges to plan and communicate court operations and programs, review short and long-range issues and assess Court needs. Performs administrative functions assigned by judges.

Represents Court as official representative and spokesperson, and interacts with other agencies from government and private sector. Engenders and maintains open communications with governmental, community, professional and private organizations which impact court operations.

Represents the Court on community boards of trustees and councils, and oversees/represents Court in all media inquiries related to court operations.

Oversees residential facilities operations, including licensing, to ensure they remain in compliance with applicable ODYS and ODJFS licensing requirements as well as comply with local, state and federal law, where applicable. Acts as Administrator for ODJFS licensing of the Court's Turning Point youth shelter.

Identifies and solves operational, personnel and administrative problems within the Court, and requests legal opinions from County Prosecutor as necessary to ensure Court operates in compliance with applicable law.

Oversees preparation and compilation of court's annual report and monthly Supreme Court Report.

### **OTHER DUTIES AND RESPONSIBILITIES**

As assigned by Judges.

### **SCOPE OF SUPERVISION**

Manages all Court staff, either directly or through management staff.

### **EQUIPMENT OPERATED**

Computer; telephone, copier, and other general office equipment.

### **CONTACTS WITH OTHERS**

Outside and inside contacts involving difficult negotiations which require a well-developed sense of strategy and timing. Considerable tact is required. Regular contacts include all governmental, community, professional and private organizations and persons that impact court operations; court staff; Judges; Magistrates; and news media.

### **CONFIDENTIAL DATA**

Full and complete access to all confidential data, reports and material relative to the present and future overall operation of the Court. Non-public record information contained in court-related files pertaining to domestic relations and juvenile matters; all non-public record information contained in personnel files of current and past court employees.

### **WORKING CONDITIONS**

Work is generally performed in an office setting under good conditions with occasional exposure to noise, dust, heat or some other disagreeable element, but with none continuously present. Occasionally handles angry and belligerent employees or members of the public.

### **USUAL PHYSICAL DEMANDS**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant*

*identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Employee converses with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen and reviewing data. Duties involve concentrated mental and visual attention and/or coordination usually more than 50% of the time. Physically lifts or moves material, weighing less than 10 pounds, on an occasional or intermittent basis.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Court functions, services and process; management principles; human resource management practices; general business operations; legal requirements pertaining to Court operations; counseling; psychology; public relations; budget management; inter-governmental working practices and procedures.

**Ability to:** apply management principles to practical work situations; maintain good public relations as agency representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; handle sensitive situations; deal effectively with news media; exercise sound judgment in making management and business decisions.

**Skill in:** public speaking; writing; leadership; communicate verbally and in writing; operation of computer; strategic planning and administration; making management decisions; preparing operational reports; research, evaluation and program coordination; handling staff interpersonal issues; organization regarding delivery of administrative services.

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Advanced degree with 10 years domestic relations and/or juvenile justice Court experience, including training and experience in general and in budget management.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Possession of a valid Ohio driver's license and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

State Motor Vehicle Operator's License. Active, valid law license maintained in good standing if a licensed attorney.

