



# Lorain County Domestic Relations Court

## Position Description

### Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

### Payback/ Grants Manager

Employment Status: Full-time

Reports To: Deputy Court Admin./Fiscal Director

Division: Administration

### DISTINGUISHING JOB CHARACTERISTICS

Researches, writes, and manages grant applications and awards to fund court programs. Maintains responsibility for the organization, tracking, and compliance of court-ordered restitution and community service through the Payback Program.

### 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.*

#### Grants Manager

Researches various grant opportunities to provide funding for court programs. Prepares grant proposals and supporting documentation that is well written, researched, documented and submitted in a timely manner.

Initiates meetings and identifies appropriate staff members to become the grant development and grant review committee, when preparing proposals and grant applications.

Completes grant applications, writes narratives, and manages awards for compliance. Assists with internal audits and prepares outcome reports for grant compliance. Identifies and resolves noncompliance issues.

Serves as primary court contact to interface with grant funders and community-based agencies regarding collaborative grant issues. Takes initiative to seek out appropriate funding in-line with the Court's mission and vision. Maintains responsibility for participating in the development and implementation of grant funded programs.

Collects and submits grant reports and communicates deadlines to appropriate staff. Takes appropriate action to ensure all deadlines are met. Maintains electronic and paper grant files, including contracts, all required tracking and documentation.

Monitors program documentation and maintains updated cumulative records of program activity. Prepares monthly, quarterly, and annual grant program reports.

Assists in the development of budgets for grant applications and maintains a database of all grant applications and awards, including the status of contracts and allowable purchases.

Payback: Restitution/ Community Service

Plans program development and researches ways to enhance program functions. Determines appropriate job sites within the County and monitors compliance with work site and payment schedules for restitution. Conducts meetings with offenders, parents and worksite supervisors regarding compliance.

Complies with the final determination of restitution owed to victims as defined by the Prosecutors' Office. Intervenes on system complaints on behalf of the victim and makes appropriate referrals when necessary.

Distributes active caseload list to all Probation Supervisors with up-to-date restitution and community service data available. Tracks all data pertaining to restitution and community service in the designated case management system or required software program in a timely manner. Ensures the accuracy of monthly, quarterly and annual statistical reports.

Prepares compliance reports and other documents for the purpose of Further Dispositional Orders (FDO) Hearings scheduled before a Magistrate and/or Judge.

Completes work in a timely, consistent manner and is committed to being available during business hours to further organizational goals. Consistently meets deadlines.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, service providers, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate the needs of the Court.

OTHER DUTIES AND RESPONSIBILITIES

Assists with all federal, state, and local audits related to grant funds. Arranges for the disbursement of non-perishable goods collected in lieu of monetary payments for restitution. Tracks youth compliance of the Y.E.S. Program for shoplifting cases. All other duties as assigned by Supervisor or Director.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; telephone, copier, fax machine, scanner, shredder, and other general office equipment.

CONTACTS WITH OTHERS

Regular inside and outside contacts with other departments and agencies to furnish or obtain information and to discuss subject matters requiring tact to avoid friction and to obtain cooperation and where improper handling may affect the results, but where primary responsibility rests with the next higher level of supervision.

### CONFIDENTIAL DATA

Work involves some confidential data of major importance such as access to client personal, medical and psychological records and public and non-public information contained in case files. The confidential information, if disclosed, may have an adverse internal or external effect detrimental to the Court's interest or contrary to recognized professional ethics.

### WORKING CONDITIONS

Work is performed in an office setting under good conditions with occasional exposure to noise, dust, heat or some other disagreeable element.

### 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. Work is essentially sedentary with occasional walking, standing, bending, transporting items up to 10 pounds. Employee converses with others in person and by telephone. Tasks performed require concentrated mental and visual attention and coordination at least 50% of the time and performed to close limits of accuracy. Sometimes requires rapid and precise manual dexterity or eye/hand coordination.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** grant writing; grant funding guidelines and specifications; criminal justice system; computerized office programs, including but not limited to the court's case management system; Standard English grammar, punctuation and ability to complete required documentation; basic arithmetic; general court and office policies and procedures.

**Ability to:** read, write and understand the Standard English language; read and interpret instructions furnished in written, oral, diagrammatic, or schedule form; organize and track detailed and accurate information; communicate verbally and in writing with co-workers, other court staff, and members of the public in a professional and effective manner; demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with uncooperative individuals. Ability to apply common sense, exercise patience, objectivity, maturity, initiative, and adaptability. Ability to model appropriate interpersonal action skills for youth, recognize when further direction and/or assistance is needed, recognize boundaries between job duties and authority.

**Skill in:** writing narratives and proposals; program development; proficient in Microsoft Platform; typing; application of departmental software programs and other general office equipment, knowledge of spreadsheets and databases; organization; attention to detail; reading and recording data; operating general office equipment.

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 a Bachelor’s Degree in Communications, Business Management, or related field from an accredited college or university.

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 Operators License and proof of insurance.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

MANAGEMENT APPROVAL

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**Authorized Court Management Representative** **Date**

EMPLOYEE UNDERSTANDING

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Employee** **Date**