



Career Services

Position Posting

Posting Date 08.24.2017	Posting Number: 17-236
Removal Date 09.05.2017	
Job Title: Court Administrator	
Company Description: Common Pleas, Probate, & Juvenile Courts, West Union, Ohio	
<i>Internship</i> [<input type="checkbox"/>]	<i>Part-time Position</i> [<input type="checkbox"/>]
<i>Full-time Position</i> [<input checked="" type="checkbox"/>]	
<i>Postings remain active only thirty (30) days.</i>	

Employer: Common Pleas, Probate, & Juvenile Courts, West Union, Ohio

Contact Person: FAX OR EMAIL:
Fax - 937-544-8911 or
arichmond@adamscountycourts.com
Subject Line: Court Administrator position
PLEASE NO PHONE CALLS

MAIL:
Angie Richmond
Adams County Common Pleas Court
110 West Main Street
West Union, Ohio 456 93

Duties: This is an unclassified position held at the pleasure of the Judge/Court. The Court Administrator is the chief administrative, nonjudicial officer of the courts. The Court Administrator is responsible for implementing, directing, managing, monitoring, and administering all non-judicial court operations pursuant to the law, Supreme Court directives, and establish Court policies and procedures.

- Essential Functions:**
- Responsible for the management of all employees. Maintain personnel files, approve request for all leave. Interviews, hiring, and firing of all employees. Complete performance evaluations of subordinates' work.

- **Develop and monitor the Courts' budget, grants, and allocation of resources. Monitors performance of budget; approves expenditures and revenues; prepares annual salary certifications.
Responsible for annual IV-D Magistrate's contract and IV-D Attorney contract.**
- **Serves as the Court Liaison with boards, elected officials, and government personnel.**

Specific Requirements:

- **Knowledge of all financial functions**
- **Knowledge of court administration, operations, procedures, and the legal process**
- **Knowledge of organization and operations of county government**
- **Ability to interact and relate tactfully to the public, judges, lawyers, and court personnel**
- **Ability to exercise independent judgment and make decisions timely**
- **Ability to analyze, organize, and direct projects**
- **Ability to maintain sensitive and confidential information and the highest ethical standards**
- **Ability to work collaboratively with wide and diverse number of stakeholders**
- **Attention to detail**
- **Ability to prepare reports with recommendations, correspondence, instructions, rules, and manuals**
- **Demonstrate effective leadership**

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Associate or Bachelor Degree in business administration or related field

Experience in administration including managing fiscal aspects of an organization, preparing policies (laws, rules and regulations), supervision, and public relations.

PREFERRED SKILLS

Oral and written communication, Microsoft word, Microsoft Excel, Organization, Operating computer systems.

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.