



FRANKLIN COUNTY MUNICIPAL COURT

375 South High St.

Columbus, Ohio 43215-4520

(614) 645-8214

Employment Opportunity

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Court Administrator
DEPARTMENT:	Court Administration
REPORTS TO:	Judges
PAY GRADE:	21
SALARY RANGE:	\$52.52/hour (\$109,241.60/year)
HOURS:	Monday through Friday, 8 a.m. to 5 p.m. or as authorized; evening or weekend hours frequently required; on call 24/7
POSTED:	Sept. 23, 2021
DEADLINE:	Oct. 14, 2021

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is the largest and busiest municipal court in the state. The Court has 14 judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County.

The Court Administrator is the chief executive officer of the Court and is responsible for directing and coordinating all administrative and operational functions of the Court. The Court Administrator reports directly to the Administrative Judge of the Court and is responsible for overseeing a staff of more than 260 employees and an operating budget of more than \$26 million. The Court Administrator also reports to the other judges of the Court to the extent that their orders, directions and requests are not incongruous to those of the Administrative Judge.

The primary duties of the Court Administrator are to manage the overall operations of the Court, supervise and direct court managers, develop and implement policies and procedures, and recommend methods to improve and promote the effective functioning of the court system. The Court Administrator assumes a key role as the nexus of communication between and among judicial and non-judicial personnel, the bar, the media, other governmental agencies, and the public. This position is a high-level, high-pressure leadership position that requires a multitude of management, financial, supervisory, human resources and political skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. Directly supervise the managers of all nine Court departments, the Deputy Court Administrator, the Director of Finance, the Human Resources Director, the Court Administration Secretary, the Lead Spanish Interpreter, and the Technology Director, and may delegate to the Deputy Court Administrator the supervision of others under his/her discretion
2. Train and mentor the Deputy Court Administrator and department managers, and provide guidance and opportunities for growth and development, so that a pool of well-trained candidates is available as vacancies or promotional opportunities occur
3. Ensure that managers fully develop and document the operating policies and procedures of their departments for training and succession purposes
4. Ensure compliance with human resource policies, guidelines and procedures administered by the managers of the various departments of the Court
5. Respond to, investigate and resolve complaints regarding employees or the operation of the Court and take action or make recommendations with respect to disciplinary sanctions where appropriate
6. Lead and/or participate in the recruitment, screening, interviewing, hiring, training, evaluation and discipline of court employees
7. Lead the approval process for budget proposals submitted by department managers and authorize requests for inclusion in a proposed budget to be submitted to the judges for approval before submission to funding authorities
8. Prepare materials for and attend budget hearings before the City of Columbus Department of Finance and Management, Legislative Research Office, City Council and the Franklin County Commissioners
9. Monitor expenditures throughout the year to ensure fiscal responsibility and review quarterly reports for submission to the City Finance and Management Department with respect to expenditures
10. Respond to questions and inquiries from the news media; prepare letters and other materials for the Administrative and Presiding Judge to respond to public inquiries; and speak to civic, charitable, professional and academic organizations
11. Represent the Court at various meetings or on boards and committees
12. Participate in standing committees and professional organizations pertaining to court management
13. Oversee production of the Court's annual report
14. Prepare, review, and evaluate bids and requests for proposals for the purchase of services, supplies, and equipment
15. Participate in the development and implementation of data processing methodology
16. Oversee personnel training and staff development initiatives
17. Develop and implement methods and procedures to improve operational effectiveness, reduce operating expenses, and improve the quality of services to customers and the public
18. Evaluate operations and procedures; recommend improvements and modifications; and prepare various reports on operations and activities

19. Undertake projects and assignments that may require extensive research, analysis and report writing
20. Participate in the ongoing review, evaluation, and revision of employee policies and procedures in all departments of the Court
21. Chair meetings of department managers and update managers on issues relating to their areas of responsibility
22. Perform other duties as assigned by the Administrative and Presiding Judge
23. May be assigned to other duties in other departments of the Court if needed

QUALIFICATIONS AND REQUIREMENTS

1. A bachelor's degree from an accredited college or university
2. A minimum of five years of progressively responsible experience in administrative management and fiscal management
3. Knowledge of criminal and civil court operations, and an understanding of legal terminology and trial court procedures
4. Knowledge of case management operations and processes; budget management; strategic planning; and the Ohio Revised Code as it pertains to court services and operations
5. Strong analytical and organizational skills and the ability to function at a high level within a large, complex organization
6. Ability to supervise managers and support staff; develop and implement policies and procedures; and resolve or recommend solutions to complex problems and situations
7. Ability to maintain sensitive and confidential information
8. Ability to organize and lead meetings of employees, judges, and others, and to make oral presentations before elected and appointed officials, public and private groups, Court employees and others
9. Exceptional leadership qualities
10. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives
11. Ability to recognize the need for change, respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented
12. Knowledge of common office practices, procedures, and equipment
13. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel
14. Good time management skills and be highly organized and detail-oriented
15. Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints
16. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences
17. Pleasant personality; ability to interact and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers and others conducting business with the Court
18. Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis

19. Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials
20. Demonstrated dependability and reliability, and excellent attendance record
21. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment

Preferred qualifications include significant course work in public, business or judicial administration, public policy, criminal justice or a similar field; or a master's degree in a relevant field; or a law degree from an accredited law school and admission to the practice of law in the State of Ohio; and direct experience working with or reporting to elected or high-level government officials. Previous experience as a court administrator, deputy court administrator or similar position in a government or quasi-government environment may be beneficial, but service in a corporate, non-profit, or other private sector organization that provided an individual with comparable experiences will be given equal consideration.

Additional consideration will be given to individuals who have any of the following qualifications: operational experience in a multi-judge court system, especially a multi-judge trial court; previous work experience in a mid-size to large court that had a diverse bench and staff and that served a diverse population, or meaningful experience in another work environment that brought the applicant into frequent contact with a diverse population; Fellow of the Institute for Court Management of the National Center for State Courts; and the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an employee assistance program; deferred compensation program; tuition reimbursement; and credit union membership.

Court employees are members of the Ohio Public Employees Retirement System which provides retirement, disability and survivor benefits for public employees. All full-time employees hired after Jan. 20, 2010, contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The court pays the required employer's share of 14 percent of an employee's salary. Court employees do not have any Social Security taxes withheld from their pay because they are OPERS members.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Director Lynn Bruno that describes with some specificity how an applicant's qualifications match those required for the position.

The Franklin County Municipal Court Judges application can be found at:
<https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>.

Applications should be completed and submitted online. Application materials should be submitted to CourtHR@fmcclerk.com.

Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the human resources director any Court employee concerning their application.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

AT-WILL EMPLOYMENT

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units.

EQUAL OPPORTUNITY EMPLOYER

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.