



**FRANKLIN COUNTY MUNICIPAL COURT**  
**375 South High St.**  
**Columbus, Ohio 43215-4520**  
**(614) 645-8214**  
**Employment Opportunity**

<b>JOB TITLE:</b>	Environmental Community Service Coordinator
<b>DEPARTMENT:</b>	Environmental Division
<b>REPORT TO:</b>	Chief Environmental Specialist
<b>FLSA:</b>	Non-exempt
<b>PAY GRADE:</b>	6
<b>STARTING SALARY:</b>	\$31.34/hour (\$65,187.20/year)
<b>HOURS:</b>	Full-time 8:00 a.m. – 5:00 p.m. Tuesday - Saturday or as assigned or required
<b>DATE POSTED:</b>	September 1, 2023
<b>DEADLINE:</b>	Until position is filled

### **JOB PURPOSE AND OVERVIEW**

The Franklin County Environmental Court is the only environmental court in the State of Ohio. The jurisdiction of the Environmental Division includes criminal and civil cases, and there is no monetary limit on the civil cases that fall within the Environmental Division's exclusive jurisdiction. The Environmental Division has civil injunctive powers, and exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. Additionally, the Division has exclusive criminal jurisdiction over matters including but not limited to animal cruelty, animal fighting, animal confinement, pollution, property maintenance, wildlife, zoning, graffiti, and overweight trucks. The Division has concurrent felony jurisdiction with the Franklin County Court of Common Pleas. The Environmental Division established the Community Cleanup Crew as a sentencing alternative that provides community service users the opportunity to substitute monetary penalties with manual labor. Participants help complete cleanup tasks throughout Franklin County and support neighborhood partners with their community cleanup projects.

The Community Service Coordinator directly supports the Environmental Division and is the primary supervising officer for the Court's Community Cleanup Crew. The Community Service Coordinator is responsible for working with community stakeholders to identify work sites; new partner organizations; scheduling work details; monitoring users for compliance with program requirements; maintaining all community service tracking systems; and providing regular reports to the Court on related issues. The Coordinator serves in a liaison role with the Department of Probation Services and may also be required to work with Probationers on compliance issues. The Coordinator performs such other duties and tasks as may be designated by the Environmental Judge, Magistrate, and Chief Environmental Specialist. This position involves significant work off-site, and outside normal business hours. A typical work week will be Tuesday – Saturday.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THE POSITION**

- Assist the Environmental Division on nuisance property abatement matters.
- Coordinate community service worksites and community service user schedules.
- Develop and maintain new work sites, partnerships, and projects. Perform field investigations to corroborate and plan work projects
- Supervise work crews in the field and participate in clean-ups and physical work.
- Prepare reports for the Environmental Division.
- Represent the Court and the Environmental Division with community stakeholders and support agencies.
- Attend and/or participate in evening and/or weekend meetings and events including setting up and maintaining displays and information literature.
- Prepare and conduct presentations about the Environmental Division to civic associations, area commissions, block watch groups, and other agencies and community organizations.
- Ability to operate a twelve passenger van, truck/trailer, dump trailer, hand tools, power tools, and other equipment as necessary.
- Testify before the Court.
- Perform other duties as may be assigned by the Environmental Judge, Magistrate, and Chief Environmental Specialist.

## **QUALIFICATIONS AND REQUIREMENTS**

- A high school diploma or equivalent.
- Knowledge of common office practices, procedures, and equipment.
- Experience in enforcing safety, building, zoning, environmental codes is preferred.
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, Excel, and Courtview.
- Suitable physical condition for field investigation demands, including walking, standing, reaching, lifting (including heavy objects such as tires), and talking on the job.
- Flexibility to respond to varying time demands of work schedule (i.e. attend meetings and events outside of regular work hours).
- Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences.
- Knowledge of common office practices, procedures, and equipment.
- Pleasant personality and ability to deal with potentially difficult people and interact and maintain effective working relationships with judges, employees, attorneys, litigants, law enforcement officers, and others conducting business with the Court.
- Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects. Must have good time-management skills and be highly organized and detail-oriented.
- Must be conscious of and sensitive to the diversity within the Court's jurisdiction and able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Professional appearance and demeanor appropriate for the position and the work environment as a representative of the Court.
- Demonstrated dependability, reliability, and excellent attendance record.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and

sound judgment.

- Understanding of the legal terminology and legal procedures that are relevant to the work of the Division and the Court.
- Possession and maintenance of a valid Ohio driver's license and ability to provide own automobile for transportation.

A four-year bachelor's degree from an accredited college in Environmental Science, Natural Resources, Animal Science, Criminology, Environmental Engineering, Construction Management, Criminal Justice, or a related field is strongly recommended for this position.

Additional consideration will be given to an individual with the following qualifications: an associate's degree, paralegal certification, or other advanced schooling; International Code Council (ICC) Certification in Zoning, Property Maintenance and/or Housing; Ohio Environmental Health Specialist Certification; 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 (ASL).

## **PHYSICAL REQUIREMENTS**

- Position requires suitable physical condition for field investigation demands, including walking,
- standing, reaching, lifting, and talking on the job
- Must be able to routinely lift and carry objects weighing up to 40 pounds
- Position requires driving participants from the courthouse to different job sites and locations

## **BENEFITS**

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

Court employees are members of the Ohio Public Employees Retirement System, which that provides retirement, disability, and survivor benefits for public employees. The Court pays the required employer's share of 14 percent of the employee's salary. Court employees do not have Social Security taxes withheld from their paychecks because they are members of OPERS.

## **APPLICATION PROCESS**

Completed applications, resume and cover letter describing with some specificity how the applicant's qualifications match those required for the position may be returned by electronic or hard copy submission by the posted deadline. Resumes, personal statements, letters of reference, or any other pertinent information should be included with, but not substituted for, the application. Application information and instructions can be found online at [www.franklincountymunicourt.org/employment](http://www.franklincountymunicourt.org/employment). You will receive an email response once the submission has been received. If a response is not received within 24 hours, please contact us. It is the applicant's responsibility to ensure his or her application has been successfully transmitted and received by the Court.

Applicants invited for interviews will be contacted directly by the Court's Human Resources Assistant. As a part of the selection process, candidates may be required to perform skills tests that could include

exercises to test their writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of the Franklin County Municipal Court. The candidate selected will be required to undergo a criminal-record check. Applicants are encouraged not to call or contact the Human Resources Director or any Court employee concerning their applications.

### **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 and 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. 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.