



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

JOB TITLE:	Part-Time Environmental Community Service Specialist
DEPARTMENT:	Environmental Division
REPORTS TO:	Environmental Community Service Coordinator
FLSA:	Non-Exempt
PAY GRADE:	3
STARTING SALARY:	\$25.78/hour (\$26,811.20/year)
HOURS:	Part Time: 8 a.m. to 5 p.m. Tu, Th, and Sat, or as assigned
POSTED:	September 1, 2023
DEADLINE:	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.

A Community Service Specialist is under the general direction of the Judge of the Environmental Division and the immediate direction of the Environmental Community Service Coordinator. The Community Service Program and Cleanup Crew are under the management of the Environmental Division of the Court and presiding Judge. A Community Service Specialist's primary role is to supervise participants performing community service while partnering with community agencies and the public, all while representing the Court and Environmental Division.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THE POSITION

- Supervise Community Service participants while performing community cleanup activities and participate in cleanup and physical activities
- Represent the Court and the Environmental Division with partnering community agencies and the public
- Prepare job-related reports as necessary and as directed by the Community Service Coordinator
- Assist in the issuance and management of Court issued, job-related tools and gear
- Uphold and enforce Court Orders and program rules and regulations while on the job site
- Testify before the Court as requested
- Demonstrate the ability to learn, train, and gain expertise in matters relating to Code Enforcement, Zoning, Property Maintenance, Building Codes, and Health Code
- Maintain Court issued equipment
- Ability to maintain sensitive and confidential information of the Court and Probation Department

- Ability 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
- Ability to prioritize work and independently without daily direct supervision and manage multiple projects simultaneously in a high volume, high stress atmosphere.
- Ability to operate a twelve passenger van, truck/trailer, dump trailer, hand tools, power tools, and other equipment as necessary
- Suitable physical condition for in-field demands, including walking, standing, reaching, lifting (including heavy objects such as tires), and talking on the job
- Maintain accurate, current, and thorough documentation and records
- Contribute to a strong, supportive, and productive team environment
- Demonstrate good time management, organizational skills, and attention to detail
- Possess strong problem solving, de-escalation and interpersonal skills
- Possess a pleasant personality, ability to deal with potentially difficult people, able to interact and maintain effective working relationships with judges, employees, attorneys, litigants, law-enforcement officers, and others conducting business with the Court
- Perform other duties as assigned by the Court

QUALIFICATIONS AND REQUIREMENTS

- High School diploma or equivalent
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook and Excel, and the Court's case-management software
- Ability to adapt, remain flexible, and open to change
- Demonstrate dependability, punctuality, reliability, and an excellent attendance record
- Ability to appropriately receive and follow supervisory feedback, coaching and direction
- Must be conscious and sensitive to interacting with a diverse population from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis
- Maintain a professional appearance and demeanor, particularly a positive attitude appropriate for the position and the work environment as a representative of the Court
- Possess patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment
- Understand legal terminology and legal procedures that are relevant to the work of the Division and the Court
- Ability to work in areas where hazardous conditions are present. (including but not limited to severe weather, hazardous material, wild animals, domestic animals, vicious animals, and diseased animals)
- Possess and maintain a valid Ohio driver's license and the ability to provide own automobile for transportation

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

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.franklincountymunicipalcourt.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.