



Hamilton County, Ohio  
 Court of Common Pleas  
**Job Opportunity**  
 An Equal Opportunity Employer

Posting Number: 42-61  
 Date Posted: February 29, 2024  
 Deadline to Apply: Open Until Filled

**POSITION: Court Administrator (Revised 3/15/24)**

**DEPARTMENT:** Hamilton County Court of Common Pleas  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly *(Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position will require work beyond normal hours.)*  
**FLSA STATUS:** Salaried/ Exempt  
**SALARY RANGE:** \$113,844 - \$162,710 Annually

**Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off**

Listed below are the **QUALIFICATIONS** for the position:

A licensed attorney for at least eight years. Five years of supervisory and management experience, two of which are associated with court systems, is strongly preferred. ICM certification from the NCSC is preferred. Must be an Ohio licensed attorney.

Listed below is a summary of the **JOB DUTIES:**

This position is the chief administrative, non-judicial officer of the Court and is responsible for the overall direction, coordination and supervision of all operational aspects of the Court of Common Pleas General Division. Work involves planning, organizing, directing and coordinating the activities of subordinate managers and providing general supervision of all Court employees. Appointment and removal is by a vote of the majority of the Judges in the Court of Common Pleas General Division.

**Essential Functions**

- Provides general direction and supervision of the operation of the Court of Common Pleas General Division, which includes case flow management, jury and records management, budget and fiscal and personnel matters, court security management; automation and coordinate with county facilities for facilities management.
- Maintain a strong partnership with the Hamilton County Sheriff’s Department to understand the practical standards for a secure court facility and working collaboratively with all affected parties to maintain court security.
- Coordinates and provides direction as needed to court departments including Assignment Commissioner’s Office, Jury Commissioner’s Office, Court Reporter’s Office, Department of Pretrial Services, Probation Department, IT, CMSNet, as well as, courtroom staff and clerical personnel.
- Serves as liaison between the courts and the public, media, criminal justice agencies and other public and private organizations.
- Recommends policy changes and court rule changes.
- Implements court policy decisions adopted by the Court of Common Pleas.
- Supervises assigned staff, including scheduling, assigning and reviewing work, and evaluating and making recommendations for corrective measures, merit increases and promotions.
- Serves on various committees related to court procedures and practices.
- Assist with the Court’s role in the appointment process for various boards and commissions in Hamilton County.
- Evaluates final candidates for hiring and promotion.
- Responsible for all fiscal matters of the Courts, including budgeting.

### ***Marginal Functions***

- Performs research and furnishes appropriate recommendations to the court.
- Performs related duties as required.

### ***Positions Supervised***

The Assistant Court Administrator, Chief Probation Officer, Personnel Director, Director of Alternative Dispute Resolution (ADR), Technology Director, CMSNet Project Director, Common Pleas Staff Attorney, Chief Court Reporter, Chief Deputy Jury Commissioner, and the Chief Magistrate of the Court of Common Pleas.

### ***Knowledge, Skills and Abilities***

- Extensive knowledge of court procedures and operations.
- Extensive knowledge of budgeting and fiscal matters.
- Knowledge of data processing, office automation and accounting.
- Knowledge of the modern principles of court administration.
- Knowledge of the organization and operation of county government.
- Ability to coordinate interdepartmental activities.
- Ability to recognize and address sensitive interpersonal relationships.
- Ability to relate well to the public, judges, lawyers and court personnel.
- Ability to exercise independent judgment and make decisions.
- Ability to delegate authority and maintain an efficient working environment.
- Considerable knowledge of Court personnel policies.
- Ability to plan, assign, supervise and evaluate the work of subordinates.
- Ability to operate standard office equipment including computer, copier, calculator, word processor and fax machine.

### ***Working Conditions***

Moderate noise in business office setting.

### ***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 30 pounds.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

### ***Communications***

Conveys and receives information in person and over the telephone, as well as by automated means.

## **HOW TO APPLY FOR THE POSITION:**

Please send a cover letter and resume by e-mail, fax or mail.

**E-mail:** [HRCourt@cms.hamilton-co.org](mailto:HRCourt@cms.hamilton-co.org)

**Fax:** (513) 946-5809

**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202