



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

Posting Number: 42-73
 Date Posted: November 13, 2024
 Deadline to Apply: Open Until Filled

POSITION: Assistant Court Administrator

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: \$103,812 – 151,570 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 five years. Previous management experience is preferred. Also must possess the Knowledge, Skills and Abilities as listed in the job description, including a good working knowledge of Microsoft Office programs. Must be an Ohio licensed attorney in good standing.

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

This is responsible administrative work involving coordination and supervision of operational aspects of the Court of Common Pleas (General Division).

Essential Functions

- Assists the Court Administrator with non-judicial duties and implementation of policy priorities.
- Researches and advises on legal matters affecting administrative operations of Court.
- Monitors, analyzes, interprets and reports to judges on applicable case law (U.S. Supreme Court and Ohio Courts), statutes, rules of civil and criminal procedure, rules of superintendence and local rules.
- Keeps abreast of recent or upcoming changes in the law from the First District Court of Appeals, Ohio Supreme Court, Ohio legislation and the Ohio Judicial Conference.
- Adapts processes and procedures in response to statutory and administrative changes, including emergency response plans.
- Drafts entries, orders, local rule amendments, and correspondence for Court.
- Evaluates Court operations with a goal of identifying ways to improve efficiency.
- Monitors case flow management to ensure the Court is complying with the Supreme Court time guidelines for case disposition.
- Completes special projects as assigned.
- Coordinates Court’s response to public records requests.
- Prepares standardized forms such as judgment entries, jury instructions, and checklists.
- Performs research and writes memorandum on various legal issues when requested to do so.
- Responsible for overseeing the Assigned Judges program and the Assigned Judges Bailiffs.
- Researches grant opportunities; writes and submits grant applications.
- Collects and prepares statistical information and data needed for reports and grants.

Marginal Functions

Performs related duties as required.

Positions Supervised

Assigned Judges Bailiffs.

Knowledge, Skills and Abilities

- Extensive knowledge of court procedures and operations.
- Knowledge of modern principles of court administration.
- Knowledge of the organization and operation of county government.
- Ability to communicate effectively in written and oral form.
- Ability to represent the court in a respectful manner.
- Advanced knowledge of legal terminology and concepts.
- Ability to research complex legal problems or questions and to apply legal principles.
- Ability to read, analyze and interpret complex legal documents.
- Ability to conduct legal research through utilization of Westlaw or Lexis Nexis.
- Ability to recognize and address sensitive interpersonal relationships.
- Ability to exercise independent judgment and make decisions.
- Ability to plan, assign, supervise and evaluate the work of subordinates.
- Knowledge of both substantive and procedural law.
- Knowledge of state laws, established precedents and sources of legal reference.
- Ability to establish and maintain effective working relationships with other Court employees, employees from other agencies, attorneys, and the general public.
- Knowledge of personal computers and programs associated with same.
- Ability to effectively multi-task and determine priority of work.
- Must maintain confidential information as required.
- Ability to operate standard office equipment including computer, copier, calculator, 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 20 pounds.
- Ability to sit continuously at a computer terminal for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, fax 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

Fax: (513) 946-5809

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