



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

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](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