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

Posting Number:	42-98
Date Posted:	March 9, 2026
Deadline to Apply:	Open Until Filled

POSITION: Deputy 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: $130,000 – 150,000 Annually

Highly Competitive Employee Benefits Package and Generous Paid Time Off

Listed below are the QUALIFICATIONS for the position:

A bachelor's degree from an accredited institution in a related field. Seven years of experience in the public sector or courts. Five years of experience in a high-level administrative position. Seven years of experience managing employees. Graduate degree in a related field or a Juris Doctor is preferred.

Listed below is a summary of the JOB DUTIES:

Under the direction of the Court Administrator, the Deputy Court Administrator supports overall staff development and facilitates cross-functional teams to advance the Court's overall mission. The Deputy assists in the development of organizational goals and values, policy development, program administration and guiding Court operations. The Deputy acts as a liaison to all areas of the Court and provides direct supervision to operational areas of the Court including, budget and finance, information technology, and human resources. The Deputy is responsible for providing leadership for special projects assigned by the Court Administrator, and directs the collection, evaluation, and dissemination of performance data relevant to the efficiency of the Court. The Deputy is also responsible for the coordination and evaluation of grant opportunities and coordination of quality assurance for all areas of the Court, to include evaluating progress and compliance with performance measures associated with grant awards.

Essential Functions

- Coordinates and supports implementation of court-wide administrative initiatives and operational priorities as directed by Court Administrator and Judicial leadership.
- Serves as the liaison between all areas of the Court including, budget and finance, human resources, information technology, elected offices, and Adult Probation.
- Proactively identifies and addresses resource needs to meet Court expectations, ensuring effective communication across all areas.
- Fosters a positive and collaborative working environment within the Court, promoting strong employment relationships.
- Communicates Court priorities, policies and procedures to various departments to ensure alignment and understanding.
- Provides guidance, assistance, training and mentoring to departments as needed to enhance their effectiveness.
- Maintains frequent contact with Court employees to clarify objectives, explain decisions, and advises on actions aligned with the Court's mission.
- Supervises the Court's Administrative functions to include Finance, Human Resources and Information Technology Departments, ensuring efficient administrative functions.

- Develops tools and processes to collect data that analyzes and measures performance standards and indicators, generates and coordinates the creation of various reports on performance across all areas of the Court.
- Monitors and analyzes compliance with performance measures, assesses progress and communicates potential impacts to relevant departments.
- Ensures confidentiality and all information obtained through Administration.
- Provides support for hiring, onboarding, and staff training initiatives as assigned.
- Collaborates with all areas of the Court to identify and pursue grant opportunities and assess benefits and obligations.
- Collects and compiles operational and statistical information for reporting purposes.
- Performs special projects and related duties as assigned.

Knowledge, Skills and Abilities

- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Job Competencies Integral to Position

- <u>Knowledge, Skills and Abilities</u>:
  Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively and to create solutions. Technical/professional expertise is demonstrated through problem solving, applying professional judgment, and competent performance. Highly organized.

- <u>Decision Making/Problem Solving</u>:
  Makes sound, well-informed, and objective decisions in a timely manner. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution, and follows-up to see how it's working. Calculates and evaluates the long-term consequences of a decision.

- <u>Stress Tolerance</u>:
  Maintains effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Is able to recover from difficult situations. Is seen as a settling influence in a crisis.

- Teamwork:
  Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives. Participates as an active and contributing member of teams with a focus on improving offender outcomes and department goals. Shares information as appropriate and credit for team accomplishments. Helps create and maintain strong morale and a feeling of belonging in his/her team. Acts as if "true success" is the success of the whole team.

- Conflict Management:
  Uses appropriate interpersonal styles and techniques to reduce tension and/or conflict between two or more people; able to assess situations quickly; able to identify common interests; facilitates resolution. Finds common ground and achieves cooperation without disruption to work flows or interpersonal relationships.

- Cultural Competence:
  Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.

- Communication:
  Clearly conveys and receives information and ideas through a variety of mediums to individuals or groups in a manner that engages the listener, helps them understand and retain the message and invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.

- Collaboration:
  Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages teamwork.

- Influence:
  Uses appropriate interpersonal skills and techniques to gain support and acceptance for ideas or solutions. Uses influencing strategies to gain mutually beneficial agreements; Seeks to persuade rather than force solutions or impose decisions or regulations; and recognizes personal autonomy of others.

- Dependability and Reliability:
  Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

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.
- Performance of essential functions requires exposure to accused and convicted criminal offenders.

Communications

Conveys and receives information in person, over the telephone, and thru electronic communication.

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