

Court of Appeals of Ohio

First Appellate District

Position Title: Deputy Court Administrator

Pay Rate: Anticipated range of \$95,000 -- \$105,000 depending on experience.

JOB PURPOSE: Responsible for court operations and court administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

Under the direction and supervision of the Court Administrator, work collaboratively with the administrative staff in performing a variety of management and administrative functions for the overall operation of the Court.

Assists in the court's daily operations, including processing motions and other filings submitted to the court.

Responsible for assisting the court administrator in budgetary matters, including the preparation of county and state budget reports.

Assist court administrator in approving leave requests and timesheets for employees.

Recommend action on procedural motions filed with the court.

Interface with judges, Supreme Court of Ohio, court administrators and assistant court administrators around the state, and the bar association. Maintain confidentiality of sensitive information.

Respond to legal and procedural inquiries by judges and staff attorneys.

Answer questions by litigants, pro se litigants, and the general public concerning procedures.

Responsible for hosting and coordinating remote oral arguments for the Court via Zoom.

Conduct mediation conferences with parties when requested.

Assist Court Administrator in devising and implementing projects to improve court operations and efficiencies.

Perform other such duties assigned by the court administrator or the court.

QUALIFICATIONS & EXPERIENCE: Juris Doctor from an accredited law school, with 5 years experience preferred. Prior management or other court or governmental experience preferred.

COURT EXPECTATIONS OF EMPLOYEE: In completing the duties and responsibilities of the position, the court expects the deputy administrator will adhere to

all court policies, guidelines, practices and procedures; act as a role model both inside and outside the court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the court expects the deputy administrator to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the court. Further, the court expects the deputy administrator to demonstrate flexible and efficient time management, the ability to prioritize workload, exceptional organizational and problem-solving abilities, and to communicate regularly with the court administrator about work-related issues.

Interested candidates should submit a cover letter, resume, and a list of references by email to Jennifer Hammock at jhammock@cms.hamilton-co.org and fadcoaoh@gmail.com. The position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER:

The State of Ohio, the Supreme Court of Ohio, and the First District Court of Appeals are all Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status, in making employment-related decisions about an individual.

The Supreme Court of Ohio and the First District Court of Appeals are both equal employment opportunity employers that support an alcohol and drug-free, and a weapons and violence free, work environment.

Background Check Information

The final candidate selected for the position will be required to undergo a criminal background check and a pre-employment drug test. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.