

Job Opportunity

Summit County Court of Common Pleas

Domestic Relations Division

Job Title: Deputy Court Administrator

Salary Range: \$50,000 to \$60,000 annually depending upon experience. - Full time, overtime-exempt position with benefits.

Office: Domestic Relations Court

Location: Summit County Courthouse 205 S. High Street, Akron, Ohio

Hours: Monday through Friday - 8:00 AM to 4:00 PM, some alternate or evening or weekend hours may be required.

To Apply: Send Resume and Cover Letter to VIA EMAIL ONLY TO:

John P. Quinn, Administrative Judge
Summit County Domestic Relations Court
jquinn@drcourt.org

Deadline for applications: Applications must be received by November 21, 2018 at 4:00 PM.

JOB RESPONSIBILITIES: The Deputy Court Administrator directly supervises the court's secretarial support staff. Additionally, this position provides support to the court administrator in management of the non-judicial functions of the court, including but not limited to: customer service, caseload management, human resources, payroll, purchasing, fiscal management and information technology. These duties are exemplary and additional job duties may be assigned.

Essential Job Functions:

- 1) Operate computer to enter and retrieve case information; view and print documents;
- 2) Utilize computer to perform payroll, purchasing, HR, and accounting functions;
- 3) Effectively communicate in person and by telephone;
- 4) Manage, evaluate and provide feedback to subordinate staff;
- 5) Provide information technology support services to staff in the absence of the court administrator;
- 6) Analyze caseload processes and resolve problems with caseload management;
- 7) Generate and analyze statistical and other reports;
- 8) Sitting at desk for long periods of time may be necessary;
- 9) Other duties as assigned by the court

Minimum Qualifications:

Excellent customer service and communication skills; ability to handle multiple tasks simultaneously; proficiency in Microsoft Word 2010 or above; familiarity with Microsoft Excel and Powerpoint. Expertise in managing information technology, desktop PCs, printers and computer servers is desired. Experience supervising and coaching employees is preferred. Prior experience with the courts or legal system is a plus.

Revised posting 11/15/2018