

# Court of Appeals of Ohio

## Seventh Appellate District

**Position Title:** Court Administrator

**Pay Rate:** Anticipated range of \$100,000 -- \$130,000 depending on experience.

**Location:** Seventh District Court of Appeals, 131 West Federal Street, Youngstown, Ohio 44503

**JOB PURPOSE:** Responsible for court operations and court administration.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

Ensure an efficiently run court from an administrative perspective, overseeing case flow management.

Responsible for all budgetary matters, including county and state budget preparation.

Supervise all personnel not otherwise under judicial supervision. Approve payroll and timesheets for employees.

Recommend action on all procedural motions filed with the court.

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

Respond to legal and procedural questions proposed by judges, staff, litigants, and the general public made by telephone and in person.

Assist pro se litigants.

Explore and recommend ways to improve court operations and efficiencies.

Perform other such duties assigned by the court.

**QUALIFICATIONS & EXPERIENCE:** Juris Doctor from an accredited law school, with 10 years of experience preferred. Prior management or other court or governmental experience preferred. Must be admitted to the Ohio Bar, or become a member within one year of employment, and be in good standing with the Ohio Supreme Court.

**COURT EXPECTATIONS OF EMPLOYEE:** In completing the duties and responsibilities of the position, the court expects the 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 administrator to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the court. Further, the court expects the 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 supervising judges about work-related issues.

Interested candidates should submit a cover letter, resume, and a list of references by email to Judge David D'Apolito at ddap322@yahoo.com. Applications will be accepted until June 30, 2021.

**EQUAL OPPORTUNITY EMPLOYER:**

The State of Ohio, the Supreme Court of Ohio, and the Seventh 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 Seventh 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 may 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.