

## **Deputy Court Administrator**

### **POSITION SUMMARY:**

The Deputy Court Administrator is responsible for assisting the Court Administrator as directed in the management and supervision of non-judicial court operations and administrative legal work and acts for the Court Administrator in the Court Administrator's absence. The Deputy Court Administrator also serves as a magistrate and issues orders and rules on motions related to the management of the Court's docket.

### **General Duties for the Court**

- 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.
- Assist in the Court's daily operations, including processing motions and other filings.
- Interface with judges, the Supreme Court of Ohio, court administrators and assistant/deputy court administrators around the state, and the bar association.
- Assist the Court Administrator with the administration of the Court's policies and procedures.
- Handle special projects as assigned by the Administrative Judge or Court Administrator.
- Assist with the Court's daily operations and backup for all Court Administrator duties in the Court Administrator's absence.
- Research and analyze programs, policies, rules, and procedures. Communicate and implement changes to court policies, procedures, rules and regulations. Research and critically analyze programs, policies, and procedures used by other courts or other organizations as directed.
- Under the direction of the Court Administrator, manage the Court's daily administrative operations and assist with short and long term planning.
- Assist with the development and implementation of new administrative procedures, including workflow processes and technology initiatives.
- Provide support to court staff when implementing new programs, processes, and software and provide administrative and legal support to Judges' as requested.
- Provide general direction, supervision, and guidance to administrative staff.
- Respond to inquiries from judges, staff, attorneys, clerks, courts, and the public about the court and its administrative functions and procedures.
- Contact person for Supreme Court Judicial Assignment Office and visiting judge cases.

### **Facility and Fiscal Responsibilities**

- Supervise purchasing of supplies.
- Manage contracts for the Court – copier, water, Westlaw, carpet cleaning, panic alarms.
- Develop and update emergency and continuity of operations plans; coordinate and oversee required trainings related to these plans.
- Assist Court Administrator with the preparation of the state salary budget for the Court.

- Assist Court Administrator with the preparation of the county operating budget for the Court.
- Assist Court Administrator with reviewing and approving expenditures of funds from county budget.

### **Human Resources**

- Process payroll.
- Serve as human resources benefits coordinator.
- Serve as the Court's ADA Coordinator with primary responsibility for handling ADA related matters with the support of the Court Administrator.
- Backup Court Administrator in reviewing and approving leave requests and time sheets for staff.
- Assist with supervision of personnel and related matters.

### **Case Management**

- Assist the Court Administrator in creating and facilitating case management processes and procedures and supervising administrative staff with regard to case management work
- Manage the Court's original action docket including pre-submission motion practice and drafting orders for the Court.

### **Legal**

- Research and make recommendations for decisions on motions.
- Respond to legal and procedural inquiries from judges and staff attorneys.
- Prepare and edit court rules and legal memoranda.
- In the capacity of a magistrate, issue orders and rule on certain procedural motions as assigned by the Court Administrator.
- In the capacity of administrative attorney, research legal issues raised in motions as assigned, make recommendations to the court, and draft, circulate and file entries issued by the judges.
- Assist the Court Administrator with managing original actions docket, including drafting orders for the Court.

### **Outreach**

- Promote and maintain collaborative and effective relationships on the Court's behalf with clerks, trial courts, government agencies, and bar associations.
- Assist in Courtroom in the Classroom program.
- Assist in maintenance of the Court's website.

### **Other Duties**

- In the absence of the Court Administrator, perform essential duties as necessary.
- Any other duties as directed by the Administrative Judge acting on behalf of all the judges or Court Administrator