

AKRON MUNICIPAL COURT – COURT ADMINISTRATOR

Salary	\$102,855.77-\$113,024.01	Department	Judicial-Court Administrator
Job Type	Full-time (with benefits)	Closing Date	12/19/2025 4:00 PM Eastern

DEFINITION OF WORK

The Court Administrator is responsible for directing and coordinating all administrative and operational functions of the Court. This position reports directly to the Administrative/Presiding Judge and oversees a staff of approximately 50 employees, managing an operating budget of over \$3.5 million. Additionally, the Court Administrator also reports to the other judges of the Court.

The Court Administrator is responsible for overseeing the overall operations of the Court. This role involves supervising and directing court managers, developing and implementing policies and procedures, and recommending methods to enhance the effective functioning of the court system. The Court Administrator serves as a liaison among judicial and non-judicial personnel, the legal community, the media, other governmental agencies, and the public. This position is a high-level leadership role that operates under significant pressure and requires a diverse set of skills, including management, finance, supervision, human resources, mediation, negotiation, and conflict resolution.

A solid understanding of the separate branches of government, Ohio's court structure, the purposes of courts, and court governance is essential for success in this role.

CHARACTERISTIC AND SKILLS

- General Management Skills
- Professionalism and Leadership
- Problem Identification and Solving
- Relationship Building (Internal and External)
- Prioritizing Issues and Projects
- Budget Management - Presentation Skills
- Knowledge of Current Laws

Key Abilities

- Excellent customer service skills, combined with strong analytical skills and sound judgment to make timely recommendations or decisions.
- Problem-solving abilities to interpret business needs and translate them into operational requirements
- Capability to establish and maintain effective working relationships with departmental officials and colleagues.
- Proficient in analyzing and resolving issues while developing, establishing, and maintaining an efficient office workflow.
- Commitment to delivering high-quality work and diligently following through on assignments, projects, and commitments.
- Consistence in meeting deadlines, with the ability to make sound, informed, and objective decisions promptly.

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Communication and Collaboration

- Excellent written and oral communication skills, capable of multi-tasking effectively.
- Ability to apply common sense to understand and carry out instructions in written, oral, or diagram form. Self-motivated and independent worker who collaborates well within a team.
- Hardworking individual with detail-oriented nature and strong organizational skills.

Interpersonal Skills

- Maintains a positive attitude with excellent interpersonal skills and a commitment to outstanding customer service. Strong emphasis on accuracy and attention to detail.

OPERATIONAL FUNCTIONS

- Case Flow Management and Fiscal Processes
- Understand the court's budget and the budget processes involved.
- Prepare the court budget, including optional budget hearing presentations, budget appropriation requests, and journalizing the court's budget.
- Develop and manage the court's operational budget, focusing on annual expenses, personnel costs, and operating costs.
- Track revenue and expenses to ensure accurate financial management. Monitor requisitions, expenditure vouchers, purchase orders, contracts, and fixed costs against budget allocations.
- Maintain current and accurate records of expenditures.
- Evaluate and recommend approval or disapproval of requests related to space, equipment, personnel, or other expenses.
- Understand the various funding streams used to operate the court and their specific requirements.
- Manage payroll and other related expenses. Oversee procurement, financial reporting, and auditing processes.
- Engage in financial planning and strategizing.
- Supervise information technology and address security and facility issues.
- Develop disaster preparedness and continuity of operations plan.

COURT RELATED FUNCTIONS

Local rules of practice and procedure, reports, legislation and rule changes, visiting judges, judge transitions, magistrates, specialized dockets, and collaboration with various legal entities.

KNOWLEDGE, QUALIFICATIONS, SKILLS, ABILITIES, AND REQUIREMENTS

To successfully perform this job, an individual must effectively execute each essential duty. The requirements listed represent the necessary knowledge, skills, and abilities for this position. A high level of accuracy is essential. Please note that regular hours are Monday through Friday, from 8:00 AM to 4:00 PM, or as otherwise authorized. Evening or weekend hours may frequently be required, and on-call availability is expected 24/7.

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EDUCATION/EXPERIENCE

A bachelor's degree in court administration, public administration, business administration, or a related field is required. Supreme Court certification is preferred. Candidates should have three years of progressively responsible administrative experience, including at least one year within court systems. Please note that the qualifications and requirements outlined above serve as guidelines. Alternative qualifications may be considered if they are determined to be adequate for performing the essential duties of the position by the Court.

Comprehensive understanding of court procedures and operations. Proficient in coordinating interdepartmental activities. Familiarity with data processing, budgeting, and accounting applications. Strong ability to engage positively with the public, judges, lawyers, and court personnel. Awareness of interpersonal relationships.

COURT EXPECTATIONS OF EMPLOYEE

All staff members of the Court are required to adhere to the Court's policies, guidelines, practices, and procedures. They should serve as role models both within and outside the Court, performing their duties efficiently and diligently in accordance with workload requirements, and meeting departmental productivity standards. There's a probationary period of ninety days for all newly hired employees of the Court. Please note that this is not a Civil Service position.

To apply for this position, please submit your resume, a list of references, and a cover letter via email to courtadmin@akronohio.gov by 4:00 PM on 12/19/2025. Be sure to indicate "Court Administrator" in the subject line of your email. Applicants who meet the job qualifications will be contacted via phone or email to schedule an interview.

Applicants should not call or contact the Judges, the Interim Court Administrator, the Human Resources Manager, or any Court employee concerning their application.

AN EQUAL OPPORTUNITY EMPLOYER