

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-07

ADOPTING THE POSITION DESCRIPTION FOR COURT ADMINISTRATOR

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position; and

WHEREAS, Section 1901.33 of the Ohio Revised code provides that the judge of a municipal court may appoint one or more mental health professionals, one or more probation officers, an assignment commissioner, deputy assignment commissioners, and other court aides on a full-time, part-time, hourly, or other basis and one or more typists, stenographers, statistical clerks, and official court reporters; and

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt a position description for the position of Court Administrator to adequately reflect the duties and responsibilities of this position,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The position description for Court Administrator is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective January 3, 2022.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: January 3, 2022

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: B. W. [Signature]
Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on January 3, 2022.

Khristi Dunn
Khristi Dunn, Clerk of Council



FRANKLIN MUNICIPAL COURT

POSITION DESCRIPTION

Employee Name:		Department:	Municipal Court
Civil Service Status:	Unclassified	Position Title:	Court Administrator
Employment:	Full-time	Reports To:	Municipal Court Judge
FLSA Status:	Non-Exempt	Supervises:	N/A

GENERAL DESCRIPTION: Under the direction of the Municipal Court Judge, directs, manages, supervises and coordinates the Court's operations, programs, activities and coordinates assigned activities with City, County and State agencies. Performs duties along with the Deputy Court Clerks when court is in session including, but not limited to, preparing entries, processing warrants, license suspensions and forfeitures.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Directs and manages the day-to-day operations associated with the Franklin Municipal Court. Collaborates with the Judge in the development of Court procedures and related guidelines for effective operation of the Court.
2. Evaluates court operations and procedures and provides direction in establishing and maintaining written procedural and operational standards, employee manuals along with emergency preparedness, court security, and work with department heads to coordinate staff development and training programs.
3. Coordinates with various Court departments including Probation, Bailiffs and Clerk's office to ensure that the Court and the public's needs are met, and that State, County and Court legal processes, policies and procedures are followed.
4. Works with the Judge in preparing the court budget; administers the budget to include monitoring expenditures to ensure compliance with budget allocations. Coordinates with the funding authority and Clerk's office concerning budget matters and/or joint projects
5. In consultation with the Judge, evaluates immediate and long- range staffing needs, projects and operations; participates in staff meetings in order to resolve problems and establishes uniform procedures within the court.
6. Responds to questions and concerns from the public and/or staff with the ability to resolved difficult and sensitive inquiries and complaints.
7. Ensures confidentiality is maintained and applied to all court documents, procedure and staff related issues.
8. Responds to inquiries from the public and the media.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Ability to communicate effectively in verbally and in writing. Ability to carry out instructions and effectively deal with problems involving several variables within familiar context; exercise independent judgment and discretion; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; maintain records according to established procedures. Ability to supervise the work of others; apply general management principles to specific organizational and operations problems. Ability to establish and maintain effective working relationships with the Judge, City of Franklin,



FRANKLIN MUNICIPAL COURT

POSITION DESCRIPTION

R-22-07
Exhibit A



Clerk of Courts, Probation, Bailiff staff, law enforcement, Warren County, City of Carlisle as well as employees and representatives of other agencies and members of the public and media. Ability to deal effectively with confrontational individuals and/or challenging situations.

Education and Experience: Bachelor's Degree in Public Administration, Criminal Justice, or related field is preferred and a minimum of three (3) years' experience with court operations including, but not limited to, civil and criminal dockets, operation of clerk of courts or any equivalent combination of education and experience and training which provides the required knowledge, skills, and abilities. Knowledge of public relations, courtroom procedures, civil procedure, criminal procedure, legal terminology, court filing procedures, Ohio Revised Code as it pertains to courts, office practices and procedures, records management, and supervisory principles and practices required.

Equipment, Tools and Materials: Ability to frequently use computer, copier, equipment and standard office equipment.

Physical Requirements: (with or without accommodation): Ability to occasionally lift, reach, stoop, and turn. Ability to frequently grasp, carry, hold, stand, walk, and use keyboard. Specific vision abilities required by this job include close vision and distance vision. Ability to speak English and hear required.

Technical Skills: Ability to use e-mail and word processing. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment. General knowledge of PC equipment modern office practices and procedures and computer related software required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167) Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). The employee works in proximity to firearms, occasionally works in crowds, and has contact with potentially violent or emotionally distraught persons or life-threatening situations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)