

**IN THE WAYNE COUNTY COURT OF COMMON PLEAS  
GENERAL DIVISION**

**NOTICE OF JOB VACANCY**

**TITLE OF POSITION:** Court Administrator/Staff Attorney/Mediator

**IMMEDIATE SUPERVISOR:** Administrative Judge

**NORMAL WORKING HOURS:** Monday- Friday 8:00 a.m. – 4:30p.m.

**STARTING SALARY RANGE:** \$60,000.00 – \$70,000.00 Salary based on experience

**POSITION SALARY RANGE:** \$60,000.00 – 80,000.00

**MINIMUM REQUIREMENTS:** An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Graduation from an accredited law school, plus four years of practicing law required. After appointment, willingness and ability to successfully complete all required continuing legal education. Admitted and licensed to practice law in the State of Ohio. Experience in administration and mediation is encouraged.

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**JOB DUTIES**

- Develops, recommends, and administers the annual budgets for the Court.
- Research new and maintenance funding streams and develops programming to address specific needs.
- Write, administer and monitor court grants.
- Administers the development and implementation of State and Federal integrative data management systems and other aspects of Court technology as they relate to and affect Court operation.
- Maintain and implement the Continuity of Government Plan for the Common Pleas Court.
- Coordinate all Human Resource functions for the Court, to include screening, interviewing, and recommending persons for employment.
- Manage the court technology plan and case management system in coordination with the county Court Technology Committee (CTC).
- Coordinate the Continuous Quality Improvement (CQI) Program for the Court.
- Researches case law, statutes, secondary legal sources, local/evidentiary rules and proposed legislation using hard-copy and computerized research materials and analyzes legal decisions, cases and documents.
- Develops and coordinates court mediation program.
- Conducts mediation conferences to encourage settlement of cases or issues. Mediates with parties to assist in reaching agreements.
- Expand knowledge base regarding new statutes, procedures and case law.

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**Posting Period:**  
May 17, 2019 – July 1, 2019

**Contact Person:**  
Cheryl Gerwig  
Chief Probation Officer  
Email: [cgerwig@waynecourts.org](mailto:cgerwig@waynecourts.org)

**Address:**  
Wayne County Court of Common  
Pleas  
ATTN: Cheryl Gerwig  
107 West Liberty Street  
Wooster, OH 44691

**Application by resume and  
cover letter must be received  
by:**  
Monday, July 1, 2019 by 4:30pm

**THE WAYNE COUNTY COURT OF COMMON PLEAS IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE  
ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON**