



COURT OF COMMON PLEAS

WAYNE COUNTY

107 W. LIBERTY STREET

WOOSTER, OHIO 44691-4862

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. - 4:30 p.m.
STARTING SALARY:	\$69,500; Negotiable based on experience.
MINIMUM REQUIREMENTS:	An appropriate combination of education, training, coursework 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.

JOB DUTIES

- Develop, recommend, and administer the annual budgets for the Court.
 - Research new and maintain funding streams and develop programming to address specific needs.
 - Write, administer, and monitor grant funding opportunities.
 - Administer the development and implementation of State and Federal integrative data management systems and other aspects of technology as they relate to and affect court operations.
 - Maintain and implement the Continuity of Government Plan for the Court.
 - Coordinate all Human Resource functions for the Court, including screening, interviewing, and recommending persons for employment.
 - Manage the court technology plan and case management system in coordination with the county Court Technology Committee.
 - Coordinate the Continuous Quality Improvement Program for the Court.
 - Research case law, statutes, secondary legal sources, local/evidentiary rules and proposed legislation using hard-copy and computerized research materials and analyze legal decisions, cases, and documents.
 - Develop and coordinate the Court's mediation program.
 - Conduct mediation conferences to encourage settlement of cases or issues.
 - Expand knowledge base regarding new statutes, procedures, and case law.
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Posting Period: Open until filled. Priority consideration will be given to applications received by Friday, January 28, 2022.

To Apply: Submit a cover letter, resume, writing sample, and Wayne County Employment Application to Court Administrator Andrea Uhler via email to auhler@waynecourts.org. The Employment Application can be obtained from the following website: <https://www.wayneohio.org/employment-opportunities>.

THE WAYNE COUNTY COURT OF COMMON PLEAS IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS.