

AKRON MUNICIPAL COURT
PROBATION ADMINISTRATIVE
SERVICES COORDINATOR



DEFINITION

Responsible for overall office management and coordination of secretarial/support staff and their job functions. Responsible for overall maintenance of probation department records, files and database. Works under the supervision of the Chief Probation Officer with the opportunity to utilize independent judgment.

CHARACTERISTIC WORK

Works with the Chief Probation Officer in gathering information to develop relevant statistical reports. Works closely with Chief Probation Officer on implementation and maintenance of Tyler Supervision program. Assist Chief with annual department budget requests. Responsible for general office management duties including ordering of supplies. Assist Chief with monitoring the Probation Department Supervision Fund expenditures and allocations. Coordinate continuing education requirement for probation officers and other departmental staff. Assists in gathering payroll records. Cross-train with other court departments. Works with secretarial staff in developing effective case flow policies and programs. Coordinate travel arrangements and registration fees for staff trainings.

KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of court and probation department procedures and processes. Ability to communicate with all court and probation department personnel. Ability to coordinate activities within the probation department and with other court personnel and departments. Knowledge of court purchasing requirements, policies and procedures. Knowledge of creating and disseminating statistical reports. Strong interpersonal skills, including excellent verbal and written communication skills; Accurate and proficient typing / proofreading skills. Demonstrated PC experience, including proficiency with multiple software packages and ability to learn new software quickly. Extensive knowledge of office management and practices.

EDUCATION AND EXPERIENCE

High school diploma with minimum of 5 years' of experience in court or probation department activities as well as office management or equivalent. Extensive experience communicating with court personnel and the public.

Salary Range is \$44,720.00 - \$59,987.20. Please submit resumes no later than July 7, 2021 by email to MJackson2@akronohio.gov , fax (330) 375-2303 or mail to:

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Court Administrator
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AN EQUAL OPPORTUNITY EMPLOYER