PART-TIME HOPE COURT COORDINATOR, Sandusky County County Court

REPORTING TO: Judge and/or Court Administrator

SUMMARY: The Part-time Court Administrator Position is responsible for helping with the operation of the HOPE Court Specialized Docket. The Coordinator provides leadership and direction for all aspects of the HOPE Court.

QUALIFICATIONS:

-Prior work experience in a relevant related field
-Knowledge of computer skills.
-Must possess Ohio driver's license and be able to complete a background check.
-Must be bondable.

EQUIPMENT OPERATED: General office equipment and county vehicles.

HOURS: 20 hrs (4 days) per week

PAY RATE: $19.00 per hour

WORK LOAD:

90%

Must be a self-starter capable of working with little to no supervision; must be trustworthy and maintain integrity and confidentiality of the court at all times; manage caseload of participants; communicate well and have knowledge of local services to provide necessary treatment in order to minimize repeat offenses; gather information and provide concise summary of sanctions and incentives; community outreach, including attending HOPE Court related events which may be evening hours; leading and organizing all HOPE Court events; job will require after hours as some events will be in the evening with flex time allowed; gather information on area transportation/housing/treatment facilities to provide to participants; preparation of state and local reports and statistics; attend meetings and seminars; budget preparation for grant fund; purchase hygiene/necessity items for participants; obtain samples of breath or urine for the detection of illegal substances; maintain files and perform functions related to supervision of participants; maintain social media accounts; clerical duties for HOPE Court.

10%

-Other duties as assigned by Judge/Court Administrator.