



## City of Perrysburg Court Administrator

|                     |                                     |                     |                |
|---------------------|-------------------------------------|---------------------|----------------|
| <b>SALARY</b>       | \$90,000.00 - \$115,000.00 Annually | <b>LOCATION</b>     | Perrysburg, OH |
| <b>JOB TYPE</b>     | Full-Time                           | <b>JOB NUMBER</b>   | 2025-33        |
| <b>DEPARTMENT</b>   | Perrysburg Municipal Court          | <b>OPENING DATE</b> | 10/30/2025     |
| <b>CLOSING DATE</b> | 11/30/2025 11:59 PM Eastern         |                     |                |

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### Description

***TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT A COVER LETTER AND RESUME IN ADDITION TO YOUR ONLINE APPLICATION.***

The Perrysburg Municipal Court was created by statute on January 1<sup>st</sup> of 1960. It is a court of limited jurisdiction that processes criminal, traffic and civil matters occurring within the Court's territorial jurisdiction. The Court serves the cities of Perrysburg, Rossford and Northwood, Perrysburg Township, Lake Township and the villages of Millbury, Walbridge and Luckey. The Judge of the Perrysburg Municipal Court is the Honorable Aram Matthew Ohanian. He is the sixth Judge to preside over the Perrysburg Municipal Court since its inception.

#### Summary of Duties

Under the administrative direction of the Judge, the Court Administrator is the Chief Administrative Officer of the Court. The Court Administrator is responsible for the plans, coordination, and direction of the day-to-day management and operation of the Court. The Court Administrator supervises the Chief Bailiff, Clerk of Court, and Chief Probation Officer.

The Court Administrator is responsible for following Court policies, procedures, rules, regulations and administrative orders, as well as federal, state and local law. The Court Administrator reports to the Judge and must adhere to the Judge's recommendations. It is the responsibility of the Court Administrator to collaborate with co-workers, attorneys, witnesses, victims, law enforcement officials, and correctional officials.

### Example of Duties

#### Essential Functions

- Responsible for the overall function of the Perrysburg Municipal Court.
- Development and yearly review of the Local Court Rules as required by the Rules of Superintendence.
- Development and continuous review of the Employee Handbook.
- Implementation and continuous management of the Court's budget, including the timely payment of financial obligations to vendors and creditors and monthly adjustment of all expenditure accounts.
- Authorization of payroll accounts and approval of sick, vacation, compensatory, bereavement and FMLA leave.
- Responsible for entering into necessary contracts and agreements on behalf of the Court.
- Court Administrator is responsible for advertising, selecting, interviewing, hiring and filling all vacant positions within the Court.
- Responsible for creating all Administrative Orders at the direction of the Judge.

- Court Administrator acts as the Public Information Officer for the Court and interacts with the media when necessary.
- Responsible for employee training and development, creating and implementing the Education Development Plan, the Probation Officer Education Development Plan and the continuing education and development of the Administrative Management Team.
- Serves as the Agency Administrator for NORIS (LEADS/NCIC), Ohio Courts Network, OHLEG and Accurint for Government.
- Acts as the point-of-contact for Emergency Preparedness (including NIMS/ICS certification).
- Serves as a secondary source for law enforcement approval of criminal complaints, probable cause affidavits and approval for the issuance of warrants; ensures proper processing of search warrants.
- Acts as the Court's representative on various committees and boards in the community.
- Serves as a liaison for the Court with local law enforcement and corrections officials.

## Qualifications

A qualified candidate for the position of Court Administrator should:

- Possess a Bachelor's Degree in Public Administration, Criminal Justice Administration, Business Administration or Management.
- Have prior Court experience in a managerial or supervisory position, or similar equivalent experience that provides the knowledge, skills, and abilities to perform the duties in a Court setting.
- Possess certification as a Certified Court Manager or Certified Court Executive or being enrolled in the National Center for State Courts and Institute for Court Management - Court Management Program is preferred.
- Possess certification as a Certified Public Manager or be enrolled in the Ohio Certified Public Manager Program is preferred.
- Possess a valid Operator's License.
- Be able to legally work in the United States.
- Be able to read and write and communicate effectively.
- Be able to operate basic office equipment and have knowledge of basic computer operations.
- Be able to sit or stand for extended periods of time and able to lift files or boxes up to thirty (30) pounds.

- **Knowledge, Skills & Abilities**

- Advanced Knowledge and Understanding of Criminal and Civil Procedures;
- Ability to Interact with the Public in a Professional and Courteous Manner;
- Advanced Knowledge of Management Principles and Human Motivation;
- Advanced Ability to Inspire and Lead Others;
- Advanced Knowledge of Personnel Management;
- Advanced Knowledge of Court Operations;
- Knowledge of Emergency Preparedness and Ability to Certify in the National Incident Management System and Incident Command Structure;
- Advanced Knowledge of Vision, Mission, Core Values, Purposes, Responsibilities, and Strategic Planning;
- Advanced Knowledge of Principles of Personnel Management, Payroll Management and Vacation/Sick/Compensatory/Bereavement and FMLA Leave;
- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Knowledge of Government Budgeting and Fiscal Policy;
- Knowledge of Principles of Customer Service;
- Ability to Problem Solve;
- Ability to Process Documentation in Thorough and Efficient Manner;
- Ability to Audit Own Work and Submit to Supervision.

## Supplemental Information

**The City of Perrysburg is an Equal Opportunity Employer.**

**Due to the public records laws in Ohio, properly redacted application materials cannot be kept confidential.**

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**Employer**

City of Perrysburg

**Address**

201 W Indiana Avenue

Perrysburg, Ohio, 43551

**Phone**

419.872.7870

**Website**<https://perrysburgoh.gov/>**Court Administrator Supplemental Questionnaire****\*QUESTION 1**

Have you submitted your cover letter and resume?

☐ Yes☐ No**\* Required Question**