

## **CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION**

**Job Title:** Forensic Psychologist (Part-Time)  
**Department:** Psychiatric Clinic

**Reports To:** Director of Court Psychiatric Clinic  
**Starting Salary:** Commensurate with Experience

### **SUMMARY**

This is an unclassified position held at the pleasure of the Court. This position is responsible for conducting court-ordered forensic psychological testing and evaluations of felony criminal defendants in the Court Psychiatric Clinic. This part-time position (20 - 24 hours per week) requires the psychologist to use his/her knowledge of the law and psychology to perform forensic psychological evaluations and answer the psycho-legal referral question. The psychologist must prepare reports in response to court referrals and testify in court proceedings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include:

1. Diagnosing mental disorders of criminal defendants;
2. Conducting court-ordered forensic evaluations, including Competency to Stand Trial; Sanity at the Time of the Act; Mitigation; Civil Commitment; and Violence Risk Assessment and preparing reports to convey the results of those evaluations;
3. Testifying in court regarding psychological evaluations of defendants;
4. Providing clinical supervision to trainees (e.g., psychology interns, forensic psychiatry fellows, psychiatry residents, law students);
5. Performing a variety of other related duties as required.

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.*

### **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must demonstrate the following:

1. Superior assessment, diagnostic and report-writing skills;
2. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, probation officers, attorneys, and the public;
3. Familiarity with both severe mental illness and developmental disabilities;
4. Ability to diagnose mental disorders consistent with the *Diagnostic and Statistical Manual of Mental Disorders*;
5. Ability to integrate clinical and factual data and with applicable legal standards;
6. Ability to administer and interpret psychological tests;
7. Knowledge of Ohio law regarding competency, sanity and mitigation;
8. Effective time management, reliability and punctuality;
9. Ability to work collaboratively, constructively and positively in a team environment;
10. Ability to maintain sensitive and confidential information and the highest ethical standards;
11. Ability to work effectively and in a professional manner when under stress and confronted with severe time constraints;
12. Ability to work independently with minimal supervision and organize and prioritize duties;
13. Proficiency in utilizing Microsoft Office applications and ability to learn and work with the custom software utilized within the department and the Court;
14. Proficiency in dictating reports for subsequent transcription by others;

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15. Professional appearance and demeanor.

**EDUCATION and EXPERIENCE**

Required: Doctoral degree (Ph.D./Psy.D.) in Clinical or Counseling Psychology from an APA-accredited program; Ohio Psychology license (or obtain license within six [6] months of hire); and completion of an APA-accredited pre-doctoral internship. Forensic post-doctoral training is a plus.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations, with occasional exposure to unstable defendants. However, security is available. Frequent contact occurs with criminal defendants, victims and witnesses to obtain information necessary to complete the assigned forensic reports. Frequent contact also occurs with judges, attorneys, and probation officers to discuss the forensic reports.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends.

**APPLICATION REQUIREMENTS**

Proof of education, licensure status and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest, resume and sample forensic report to:

**Cuyahoga County Common Pleas Court  
Gregory Popovich - Court Administrator  
1200 Ontario Street  
Justice Center - 11th Floor  
Cleveland, Ohio 44113  
(e-mail: [infosys@cuyahogacounty.us](mailto:infosys@cuyahogacounty.us))**

**This position will remain open until filled.**

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for CCCP at 216-443-8562.

Equal Opportunity Employer / Smoke-free and Drug-free Workplace

Visit the Court's website:  
<https://cp.cuyahogacounty.us/court-information/employment/>

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Cuyahoga County's website:  
[www.cuyahogacounty.us](http://www.cuyahogacounty.us)