

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

**Job Title:** Director of Training and Development  
**Department:** Court Administration

**Reports To:** Deputy Court Administrators  
**Salary Range:** \$78,624.00 - \$84,302.40 (Commensurate with Experience)

**SUMMARY**

This is an unclassified position held at the pleasure of the Court. This position is responsible for assessing, coordinating and implementing training for Judges and all Court personnel. This position will devise an overall training strategy for the Court, oversee its implementation and assess outcomes. This position works closely and meets on a regular basis with the Court Administrator and/or Deputy Court Administrators, with periodic consultation with the Administrative Judge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Conducting needs assessments for the purpose of evaluating training needs;
2. Serving as a liaison with outside vendors in the development of training programs for the Judges and various departments in the Court;
3. Developing training programs; designing and developing curricula and/or lesson plans to meet established training goals and requirements;
4. Assisting the Administrative Judge in the development and presentation of training for the Judges;
5. Developing and implementing safety and technology training programs;
6. Developing, implementing and conducting effective orientation programs for new Judges and bailiffs, new employees, new supervisors and new assigned counsel;
7. Monitoring and evaluating training program effectiveness and assessing outcomes;
8. Coordinating the Court's Diversity and Inclusion project;
9. Managing training budgets, contracts, vendors and consultants;
10. Conducting training presentations;
11. Developing program goals and objectives, preparing detailed project proposals, budgets;
12. Assisting Court personnel in completing necessary training requirements;
13. Developing and maintaining training manuals and training documentation;
14. Assisting Court personnel in the management and maintenance of training records;
15. Assisting the Director of Human Resources with various training related tasks and projects;
16. Performing a variety of other related duties as required.

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

**KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

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

1. Excellent interpersonal skills and ability to communicate effectively, both in writing and verbally, with Judges, Court employees, outside individuals and/or other training entities, and others;
2. Superior knowledge of training development, design and delivery;
3. Knowledge and experience with adult learning styles;
4. Knowledge of the criminal justice and legal system and Cuyahoga County Court of Common Pleas operations and practices;
5. Ability to develop curricula, lesson plans and documents required for training sessions;

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6. Proven experience, ability and skill in presenting training presentations;
7. Advanced knowledge of multi-media presentation equipment, Microsoft Office applications and computer systems and applications used by the Court;
8. Attention to detail and accuracy and the ability to understand and follow instructions;
9. Effective time management, reliability and punctuality;
10. Ability to work independently with minimal supervision and organize and prioritize duties;
11. Ability to work effectively and in a professional manner when under stress and confronted with severe time constraints;
12. Ability to work collaboratively in a team environment;
13. Ability to maintain sensitive and confidential information and the highest ethical standards;
14. Professional appearance and demeanor.

### EDUCATION and EXPERIENCE

Required: Bachelor's Degree in Education, Criminal Justice, Public Administration or closely related field; experience in the design and application of adult education. Preferred: Advanced degree in Education, Law or Public Administration or closely related field.

### PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of 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 involves working both in a normal Court and office environment, with no unusual demands or exposure to hazardous situations. Frequent contact is made with Judges, Court personnel, outside individuals and/or entities.

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

### APPLICATION REQUIREMENTS

Proof of education, employment and 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 prior to employment. Valid Ohio Driver's License is required. **Applicants must submit a letter of interest and resume to:**

Cuyahoga County Common Pleas Court  
Gregory Popovich - Court Administrator  
1200 Ontario Street  
Justice Center - 11th Floor  
Cleveland, Ohio 44113

(e-mail: [infosys@cuyahogacounty.gov](mailto:infosys@cuyahogacounty.gov))

This position will remain open until filled.

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All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

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

Visit the following websites:

<http://cp.cuyahogacounty.us/internet/News.aspx> or

[www.cuyahogacounty.us](http://www.cuyahogacounty.us)