

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

**Job Title:** Coordinator Fiscal Operations  
**Department:** Probation

**Reports To:** Chief Probation Officer  
**Salary Range:** Commensurate with Experience (\$76,658.40 - \$82,555.20)

### **SUMMARY**

This is an unclassified position that serves at the pleasure of the Court. The Fiscal Coordinator provides supervision over fiscal matters and some clerical functions related to the Probation Department. The Coordinator will have direct oversight of the fiscal management of the Probation Supervision Fee and Drug Testing Fee (Urine Lab) accounts along with appropriate fiscal collection of costs and fees.

This position is responsible for making daily operating decisions and supervising assigned staff on projects, assisting the Chief Probation Officer in accomplishing the goals of the Department, and maintaining the integrity of the Department's financial operations in accordance with established regulations. The Supervisor works primarily on his/her own and makes recommendations to the Chief Probation Officer when appropriate. This position may also be required to make recommendations to and work with Court Administration.

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

1. **Plan and Direct:** Coordinate the activities of all assigned staff and direct all activities in connection with existing or newly implemented programs within assigned units (e.g. plan work on short and long term cycles, arrange work schedules to meet deadlines, develop new programs as needed to meet reporting requirements and create efficiencies). Coordinate and assist in all fiscal audits, internal and external, that are required by policy or statute.
2. **Budget:** Provide input to the Chief Probation Officer on revenue sources and budget expenditures (e.g. Probation Supervision Fees, Drug Testing Fees, staffing, staff training, and other fiscal issues). Assist with grant management when required (i.e., soliciting grants, writing grants, managing grants). Monitor payments to victims. Address requests for expenditures made by Court personnel. Collaborate with the Corrections Planning Board and the TASC Department on fiscal matters that could directly or indirectly involve the Probation Department and the Court. Assist in developing and maintaining policies for collecting assigned counsel costs and other related Court costs and fees from defendants.
3. **Instruct:** Develop guidelines and procedures (e.g. assist the Chief Probation Officer in formulation of departmental policy and procedure manual). Provide advice and instruction to subordinates in order to meet said guidelines and procedures. Ensure understanding of policies and procedures by subordinates through formal and informal training of staff.
4. **Set Standards:** Establish standards for all assigned personnel. Develop sound fiscal policies and protocols in order to ensure maintained compliance with required accounting standards. Develop and implement recommendations to better organize financial records and collections within the Department. Keep current on fiscal matters pertaining to standard practices in government accounting. Maintain compliance with State and Federal fiscal guidelines.
5. **Review:** Perform a general review of the overall work product and a detailed review in complex areas of subordinates' work. Ensure conformance to established standards by review of subordinates' work product. Perform monthly, quarterly and annual reviews of fiscal records, collections and auditing requirements as outlined by accounting policies and practices.
6. **Train:** Provide training and documentation, as required, for all assigned staff and for any staff who handle monies.
7. **Appraise Performance with regard to fiscal operations:** Ensure the subordinates are productive through periodic review of work. Provide input regarding fiscal performance to the annual, formal evaluation of subordinate staff.

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8. Perform 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.
9. Assist the Director of Fiscal Operations with budget development, monitoring, and quarterly reviews.
10. Monitor the fiscal status of contracts for the Court of Common Pleas (currently reviewing contracts solely related to the Adult Probation Department) and notify the Director of Fiscal Operations of any material changes or problems.
11. Develop advanced spreadsheets and other needed reports from Lawson Infor as requested by the Chief Probation Officer, Director of Fiscal Operations, and Court Administrator

*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:

1. This position requires an in-depth knowledge of government accounting processes and procedures. An understanding of the Criminal Justice System preferred.
2. Initiative, professionalism, effective decision-making ability, reliability, professional development and interpersonal communication skills.
3. Knowledge of managerial skills and organizational behavior in order to effectively supervise staff.
4. Current or previous leadership experience will be strongly considered. There will be a need to develop sound relationships with the financial / fiscal institutions doing business with and for the Department.
5. Proficient in Microsoft Office applications with a strong emphasis on Excel spreadsheet development. Ability to learn and work with the custom software utilized within the Department and the Court.
6. Extensive knowledge of accounting and financial report writing (e.g. preparing audit reports, regular financial summaries and policy recommendation reports).
7. Ability to analyze problems and make recommendations and/or decisions in order to meet the Probation Department's fiscal objectives. The ability to generate sound fiscal reports for the Department and the Court.
8. Ability to communicate effectively with all Court personnel, staff of other public agencies, and the general public on issues concerning fiscal operations of the Department. Duties may include public presentations, disseminating information to the Judges, County Executive, Cuyahoga County Council and/or consultants.
9. Required to work scheduled time beyond normal Court hours, when needed, including possible weekends or when audits are conducted.
10. Must possess a professional appearance and demeanor at all times.

**EDUCATION and EXPERIENCE**

A Baccalaureate degree in accounting, public administration, or a related field of study and a minimum of three years of experience in government accounting or a combination of education and experience. The Fiscal Operations Coordinator must possess a valid State of Ohio Driver's License and insurance.

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### 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. Frequent contact is made with subordinates, Judges, attorneys, other Court personnel, victims, offenders under supervision, and the public to answer questions, obtain information and provide services. This position requires the ability to deal professionally with a diverse population in a stressful environment and resolve problems in a professional manner. Contacts are made with outside agencies (e.g. banks and other fiscal institutions) to exchange information.

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 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. The selected candidate must successfully complete a probationary period. **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.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 Cuyahoga County Common Pleas Court 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/>

or

Cuyahoga County's website:

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