

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

Job Title: Coordinator – High Risk Domestic Violence Court
Department: Specialized Dockets

Reports To: High-Risk Domestic Violence Court Judge and Administrator Special Dockets/Courts

Salary: \$80,204.80

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position will be dedicated to the Common Pleas Court High-Risk Domestic Violence Court and will work extensively with the High-Risk Domestic Violence Court Judge and Common Pleas Court staff. The Coordinator's primary function is to oversee all High-Risk Domestic Violence Court operations. The position recommends, plans, develops and coordinates the continuing implementation of the High-Risk Domestic Violence Court Program. This position works closely with Court Administration, Corrections Planning Board and the Adult Probation Department. This position will also work closely with community behavioral health providers, victim advocates, law enforcement and other criminal justice system partners including the Cuyahoga County Prosecutor's Office and Cuyahoga County Public Defender's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Over see the daily operations of the High-Risk Domestic Violence Court while managing the Court's mission.
2. Provide technical assistance in the administration of the High-Risk Domestic Violence Court program and consult with the High-Risk Domestic Violence Court Judge on a wide range of organizational and managerial issues, including, but not limited to, High-Risk Domestic Violence Court efficiency and internal and external quality assurance;
3. Manage and coordinate improvements of the High-Risk Domestic Violence Court's regular team meetings while ensuring appropriate materials, correspondence and documentation have been prepared for Court team meetings and hearings;
4. Continuous development and implementation of procedures and policies to improve the High-Risk Domestic Violence Court program's goals, measures and outcomes; serving as the information data manager for the docket; maintaining data compliance for grants, managing the information system, including development of the data collection protocol, designing/maintaining forms and production of reports;
5. Monitor daily case management operations to ensure that eligibility screening and correspondence, assessments, referrals and service provision are conducted in a timely and effective manner;
6. Maintain High-Risk Domestic Violence Court program administrative files, and preparation and dissemination of program correspondence, required reports, handbooks, manuals, brochures, and program statistical information;
7. Identification and pursuit of local, state, federal, community and private funding sources, and management of grants obtained to support the program, including preparation of applications for grant funding, submitting reporting requirements of grantors and acting as primary contact with grant agencies;
8. Work closely with the High-Risk Domestic Violence Court team to promote team integrity and coordinate team training (e.g., assess training needs, identify training opportunities and coordinate attendance at trainings); collect resources (relevant literature), and coordinate and attend program meetings, team staffing and court hearings;
9. Serve as liaison between Common Pleas Court staff and multidisciplinary team members including Probation Officers, prosecutors, defense counsel, victim advocates, law enforcement and service providers (e.g., case management, substance abuse treatment, employment counseling)
10. Develop community resources for client services (e.g., employment counseling, housing, battering intervention programming); Assist the High-Risk Domestic Violence Court Judge in maintaining community support for necessary

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services and fostering continued collaboration between the criminal justice and treatment agencies involved with the program;

11. Serve as liaison/public relations officer and facilitator; establishing relationships between domestic violence court programs, domestic violence team members, court employees, inter/intra-agency network communications, media, and the public (federal and local), including, but not limited to, conducting domestic violence court program presentations, training, and surveys, program planning coordination and process, managing logistics/prepare agenda issues for meetings, and community/client based outreach activities/events, participate in community collaborations to improve the system response to domestic violence.
12. Prepare the High-Risk Domestic Violence Court's annual report, maintain the High-Risk Domestic Violence Court website with accurate, current and relevant information;
13. Perform other duties as assigned.

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. Ability to handle multiple priorities in a multi-tasking environment;
2. Ability to develop and maintain productive interagency relationships;
3. Excellent organizational and management skills;
4. Strong writing skills;
5. Ability to delegate and monitor work effectively;
6. Knowledge of personal computers and software including spreadsheets, databases, presentation graphics, word processing, and some statistics. Proficiency in Microsoft Office products (e.g., Access, Excel, Word);
7. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, litigants, and the public;
8. Ability to maintain sensitive and confidential information and the highest ethical standards;
9. Experience in outcomes evaluation, grants management, and strategic planning and management;
10. Strong understanding of domestic violence;
11. Knowledgeable about guiding laws and legislation;
12. Ability to work independently without daily supervision and organize and prioritize duties;
13. Ability to work effectively and in a professional manner, particularly within mandated deadlines;
14. General understanding of Court operations and processes;
15. Proficient in the use of Microsoft Office and statistical software applications;
16. Ability to work remotely and use conferencing applications, e.g. Zoom;
17. Effective time management, reliability and punctuality;
18. Demonstrate strong executive presence, professional appearance and demeanor at all times.

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EDUCATION and EXPERIENCE

Required: B.A. or B.S. degree from an accredited college or university plus three (3) years of criminal justice and/or domestic violence related work experience.

Preferred: Master’s level degree in: Behavioral Science, Criminal Justice Administration, Business or Public Administration, Human Relations, Counseling, Social Work, or related field(s), plus three (3) years of program coordination experience.

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 environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with judges, magistrates and other employees of Common Pleas Court, attorneys, criminal defendants, and the general public.

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, 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 **by 4:30 p.m. on Friday, March 27, 2026**, 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)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to qualified employees and applicants; 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 Court’s website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County’s website:

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