

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

Job Title: Office Manager – Criminal Records
Department: Criminal Records

Reports To: Bond Commissioner
Salary: \$62,566.40

SUMMARY

This is an unclassified position held at the pleasure of the Court. This position supervises the clerical staff of the Criminal Records department to assure efficient operation of the department. This position is also required to counsel employees on performance and related issues. This position is also required to perform the administrative and clerical duties of the office staff when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Managing and ensuring the overall daily efficiency of office operations;
2. Coordinating office services between various departments and the Court system, including the administration of the 12th Floor Arraignment Room;
3. Occasional participation in Court proceedings;
4. Assigning, prioritizing, monitoring and reviewing work to clerical staff;
5. Performing clerical duties when necessary;
6. Counseling and disciplining staff when appropriate and resolving employee issues and complaints;
7. Identifying and coordinating training of new and current office/clerical staff to assist in accomplishing tasks; Evaluate the effectiveness of training by observing staff performance;
8. Performing a variety of 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. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Court personnel, attorneys, litigants, and the public;
2. Excellent administrative, supervisory and leadership skills;
3. Effective time management, reliability and punctuality;
4. Ability to work collaboratively, constructively and positively in a team environment;
5. Knowledge of the criminal justice system and court proceedings and related legal terminology;
6. Ability to organize and prioritize clerical assignments;
7. Ability to do simple math and operate various office machines (e.g., computers, copier/scanner/fax machine);
8. Proficiency in Microsoft Office applications;

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9. Ability to maintain sensitive and confidential information and the highest ethical standards;
10. Professional appearance and demeanor consistent with the standards and expectations of the Court.

EDUCATION and EXPERIENCE

Required: High school diploma. Preferred: Minimum of two (2) years' experience in a court system and/or supervisory experience in an office environment.

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. The Office Manager has frequent contact with the Bond Commissioner, Judges, attorneys, defendants, defendants' families, co-workers and other court personnel and agencies.

The normal hours of operation for the Court are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require occasional work beyond normal Court 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. Applicants must submit a letter of interest and a resume by 4:30 P.M. on **Friday, September 4, 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 may be 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

www.cuyahogacounty.gov