

**MUSKINGUM COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
IMMEDIATE OPENING**

**DATE:** December 19, 2024

**DEPARTMENT:** Court of Common Pleas - Domestic Relations Division

**POSITION TITLE:** Assistant Court Administrator

**STATUS:** Full Time/Unclassified (40 hours per week)

**SALARY RANGE:** Based on Experience & Qualifications

**DEADLINE:** Open Until Position is Filled

**QUALIFICATIONS**

- Minimum of 5 years in private or public employment with experience in planning and execution of administrative operations, budgeting, and control of revenue and expenditures preferred.
- Ability to analyze and interpret periodicals, professional journals, technical procedures and governmental regulations.
- Excellent communication skills and proficient in report writing, business correspondence and procedure manuals.
- Knowledge of Court administration and record keeping systems.
- Must be able to pass all pre-employment screenings.

**RESPONSIBILITIES:** Responsible for assisting the Judge and the Court Administrator with the overall administration of the Court, to ensure the expeditious administration of justice. To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below.

- Works with Court Administrator to coordinate operations of the Court with other courts, county departments, and community service partners.
- Accounts payable and receivable
- Assist in the monthly reporting of cases to the Supreme Court of Ohio.
- Works with Court Administrator in determining and identifying needs and Court procedures to increase the effectiveness of the Court.
- Reports findings and makes recommendations to the Administrative Judge and Court Administrator.
- Administers personnel policies and procedures as applicable to non-judicial employees.
- Serves as liaison between Judge, Court Administrator, local government offices, and the public.
- Maintains database and prepares required orders regarding the appointment of Guardian *ad litem*, interpreter services, and visiting Judges.
- Assists in administering aspects of the Court's technology as it relates to, and affects, Court operations.
- Manages and directs the Court's regular and usual expenditures for Court operations and staff training.

If interested, send Cover Letter and Resume, either by mail, email or in person by the deadline to:

**MUSKINGUM COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
ATTN: WENDY ROUSH, COURT ADMINISTRATOR  
22 N. 5<sup>th</sup> Street  
ZANESVILLE, OHIO 43701  
EMAIL: [wsroush@muskingumcounty.org](mailto:wsroush@muskingumcounty.org)**

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