

**LUCAS COUNTY COMMON PLEAS COURT  
POSITION DESCRIPTION**

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Job Title:	Assistant Chief of Court Deputies	FLSA Status:	Exempt
Department:	Court Deputies	Civil Service:	Unclassified
Supervisor:	Chief of Court Deputies		

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**JOB PURPOSE AND OVERVIEW**

Directly supervise Sergeants and assist with overall daily department operations. Responsible for administrative assignments directed by the Chief of Court Deputies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

The following duties indicate the general nature and level of work performed by this position. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

1. Oversee security and safety at all Court operated facilities.
2. Directly supervise Sergeants and assist with daily operations including, but not limited to, scheduling, approving time and leave requests, approving reports, and overseeing department training and equipment.
3. Assist in the development and implementation of department policies and procedures.
4. Assist with hiring and employee performance management.
5. Direct, review, formulate, and implement staff training.
6. Assist with the management of screening and control access to all Court facilities, and the monitoring of the facilities' perimeters.
7. Provide guidance and direction in maintaining crowd control and prisoner supervision.
8. Oversee jury views, sequestration, and escorts.
9. Perform arrests and prisoner transports.
10. Assist, communicate, and provide directions to the public.
11. Review, process, approve, and complete paperwork; approve reports according to policy and procedure.
12. Input information into Court and law enforcement systems.
13. Oversee and direct criminal and internal affairs investigations as assigned.
14. Oversee and coordinate felony warrant service operations as assigned.
15. Oversee all departmental operations and administrative functions in the absence of the Chief of Court Deputies.

**QUALIFICATIONS AND REQUIREMENTS**

1. Minimum of a Bachelor's Degree in Criminal Justice, Law Enforcement, or related area.
2. Minimum three (3) years' administrative, leadership, and supervisory experience in the criminal justice field.
3. Must possess and maintain a valid Driver's License. May be required to drive a County vehicle.
4. LEADS/NORIS Certification eligibility required.
5. Valid Ohio Peace Officer's Training Academy (OPOTA) Certificate.

6. Must be able to be appointed as Special Deputy by the Lucas County Sheriff.
7. Maintain certification and proficiency in Taser, Firearms, CPR/AED, and any other safety/security programs adopted by the Court.
8. Must possess keen analytical and organizational skills and the ability to function at a high level within a large, complex organization.
9. Ability to supervise managers and support staff, develop and implement policies and procedures, and resolve or recommend solutions to complex problems and situations.
10. Knowledge of common office practices, procedures, and equipment.
11. Proficiency in operating a personal computer and using Microsoft Office products such as Word, Outlook, and Excel.
12. Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high-pressure atmosphere under severe time constraints.
13. Must have excellent time management skills and be highly organized and detail-oriented.
14. Exceptional interpersonal skills including the ability to develop and maintain effective working relationships with Judges, other elected officials, Court employees, Law Enforcement officers, Lawyers, outside agencies, businesses, and the general public.
15. Ability to maintain sensitive and confidential information.
16. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives.
17. Ability to recognize the need for change and respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented.
18. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, and to produce concise, error-free documents and reports.
19. Ability to organize and lead meetings of employees, Judges, and others, and to make oral presentations before elected and appointed officials, public and private groups, Court employees, and others.
20. Must be conscious of and sensitive to the diversity within the Court's jurisdiction and be able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
21. Professional appearance and demeanor appropriate for a representative of elected officials.
22. Demonstrated dependability, reliability, and excellent attendance record.
23. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

The qualifications and requirements listed above are guidelines for selection purposes. Alternative qualifications may be substituted if considered by the Court to be sufficient to demonstrate the ability to perform the essential duties of the position.

Additional consideration will be given to applicants who have prior experience working in a court system.

## **COURT EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

**AT-WILL EMPLOYMENT**

The individual holding this position is an at-will employee and serves at the pleasure of the Court; employee is not in the classified civil service system and is not a member of a bargaining unit. The Court is an Equal Opportunity Employer and does not discriminate on the basis of race; color; religion; sex; gender or gender identity; sexual orientation or identity; national origin (ancestry); age (40 or older); citizenship; marital status; pregnancy, childbirth or medical condition related to pregnancy or childbirth; military status (past, present, or future); non-disqualifying disability; genetic information; and all other classes and conduct protected by Ohio, federal, and local law.

*Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.*

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name