

## LUCAS COUNTY COMMON PLEAS COURT POSITION DESCRIPTION

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

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### JOB PURPOSE AND OVERVIEW

Proactively manage the daily operation of security in all facilities in which Court personnel are located. Provide leadership and direction to the Court Deputies Department.

### 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. Supervise and provide security and safety at all Court operated facilities.
2. Develop, recommend, and monitor department budget; review and approve all department purchases.
3. Review and complete paperwork in accordance with operational and personnel requirements.
4. Prospectively assess Court hearings, trials, and events to effectively coordinate and deploy staffing resources.
5. Ensure operability of the Court's vehicle fleet.
6. Develop security and operation policies for all Court facilities and establish operating guidelines and procedures for Court Deputies. Recommend improvements and changes to processes and practices to continuously improve the efficiency and quality of the Court's security function.
7. Ensure Court Deputies are properly trained.
8. Provide recommendations regarding security equipment and infrastructure enhancements.
9. Ensure departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures.
10. Respond to incidents and complaints concerning the Court Deputies Department.
11. Ensure compliance with safety procedures; monitor work environment and use of equipment to ensure safety of employees and all Court visitors; monitor local news, weather, law enforcement, and other sources of information pertaining to the safety and security of all court facilities.
12. Recruit and recommend hiring of qualified personnel; responsible for employee discipline within the department; Coach and counsel employees, as needed, for improvement in performance.
13. Review and approve department work schedules, time sheets, leave requests, and any additional compensation earnings.
14. Oversee any security investigations for the Court.
15. Respond to emergency needs throughout all Court facilities.
16. Act as a liaison with the Lucas County Sheriff's office and other law enforcement agencies.

## QUALIFICATIONS AND REQUIREMENTS

1. Minimum of a Bachelor's Degree in Criminal Justice, Law Enforcement, or related area. LEADS/BCI Certification eligibility required; valid Ohio Peace Officer's Training Academy (OPOTA) Certificate or equivalent from another state or federal agency required.
2. Minimum five (5) years of direct supervisory experience.
3. Must be able to be appointed as Special Deputy by the Lucas County Sheriff.
4. Must possess and maintain a valid Driver's License.
5. May be required to drive a County vehicle.
6. Must possess keen analytical and organizational skills and the ability to function at a high level within a large, complex organization.
7. Ability to supervise managers and support staff, develop and implement policies and procedures, and resolve or recommend solutions to complex problems and situations.
8. Knowledge of common office practices, procedures, and equipment.
9. Proficiency in operating a personal computer and using Microsoft Office products such as Word, Outlook, and Excel.
10. 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. Must have excellent-management skills and be highly organized and detail-oriented.
11. 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.
12. Ability to maintain sensitive and confidential information.
13. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives. Ability to recognize the need for change and respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented.
14. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, and to produce concise, error-free documents and reports.
15. 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.
16. 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.
17. Professional appearance and demeanor appropriate for a representative of elected officials.
18. Demonstrated dependability, reliability, and excellent attendance record.
19. 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 any of the following qualifications: Master's Degree in Criminal Justice, Law Enforcement, Public Administration, or related area; ten (10) year's supervisory experience with a law enforcement agency; prior experience in operating and maintaining access control and video security systems.

## 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