



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

External Job Posting (09-G-21)

Job Title: General Division Manager (Full-Time, Exempt)
Posting Dates: Wednesday, November 24th, 2021 – Until Filled
Starting Salary: Commensurate with education and experience
(Salary Range \$54,454 - \$78,956)

Responsibilities and Duties:

The General Division Manager performs the following duties personally or through subordinate assistant managers and/or supervisors while directing the daily operations and staff of the General Division, which includes receiving, processing, maintaining, and storing the complete record of all documents filed in civil and criminal court cases for the Franklin County Common Pleas Court.

***Strong management skills and experience in the legal field needed to succeed in this role.**

- Monitors and provides assistance and informational services to customers (e.g., courts, businesses, general public, governmental agencies, attorneys), in-person or by telephone, regarding the issuance of legal documents, notary requirements, verification of documents submitted by customer, processing transactions, determining authenticity of documentation and issuance; answers questions regarding legal procedures, forms, and routine, daily procedural matters; directs callers to appropriate section/division; meets with court personnel and other divisions or agencies.
- Acts as division leader and functional subject matter expert for all civil and criminal matters for the office.
- Designs and implements work procedures, reports unit status and progress to upper management and coordinates work with agencies served to ensure customer satisfaction.
- Responsible for balancing the division's employee schedules with operational need, including leave requests and the approval of bi-weekly payroll, including the submission of any required payroll or benefit documentation to the Office of HR & Training.
- Counsels and disciplines staff in consultation with the Office of HR & Training.
- Uses diplomacy and confidentiality in matters involving but not limited to employees, investigations, potential discipline and/or policy, staff, or operational changes.

Minimum Qualifications:

- Bachelor's degree from four-year college or university; or 5 years related experience and/or training. Twelve months training and/or experience in employee training and development.
- Twelve months training and/or experience in office management.
- Must be able to communicate effectively and respond to routine inquiries from public or officials and develop and maintain effective working relationships.

Vaccination is a requirement for employment.

Visit our application website to create a user account and submit application at:

<https://clct.franklincountyohio.gov/employment/>

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Sonya Thompson Phone: 614-525-4130 Email: slthomps@franklincountyohio.gov

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