**COURT SERVICES COMMISSIONER**

Toledo Municipal Court

The Judges’ Division of the Toledo Municipal Court is currently accepting applications for the position of Court Services Commissioner.

This position is responsible for planning and directing the overall daily operations and staff of the Court Services Department, directing processes related to scheduling events, providing supportive services to courtroom operations and overseeing specialized court services programs. Demonstrated knowledge of court operations, skill in participative management, and ability to build consensus for change, analyze and develop methods that streamline or improve Court processes or services, and establish and maintain effective working relationships with stakeholders in a demanding and fast-paced environment, required.

Bachelor’s degree in business, public administration, paralegal studies, criminal justice, social work or related field required. In lieu of a bachelor degree, a candidate may substitute seven (7) years full time experience performing supervisory responsibilities or highly responsible work relating to tasks associated with this position, or any combination of education and experience, provided the required skill and knowledge for successful performance would be qualifying. Candidate experience must include five (5) years progressively responsible professional experience in a court system or related work experience, including three (3) years supervisory or management experience required. Potential candidates must pass a background check. Must be LEADS certifiable. Start Rate is $34.259 per hour or $71,258.72 annually. Full Rate $38.006 per hour or $79,177.28 annually.

Submit resume with cover letter describing how you meet the qualifications outlined above by 4:30 p.m., Monday, January 23, 2023 to The Court Administrator’s Office (Attn: HR-CSC), Toledo Municipal Court Judges’ Division, 2nd Floor, 555 N. Erie, Toledo, OH 43604 or by email to tmchiring@tmcourt.org. Equal Opportunity Employer.