

**CLEVELAND MUNICIPAL COURT – HOUSING DIVISION
POSITION DESCRIPTION**

Job Title:	Director of Communication	FLSA Status:	Non-Exempt
Department:	Administration	Civil Service:	Unclassified
Supervisor:	Court Administrator	Employment Status:	Full Time

JOB PURPOSE AND OVERVIEW

The Director of Communication is responsible for managing and directing Housing Court's internal and external communications. The Director of Communication creates and implements communication strategies and serves as the key spokesperson and media contact for Housing Court. The Director of Communication contributes to fulfilling Housing Court's mission by organizing and implementing Housing Court's public-information activities to provide timely and accurate information in matters of public interest.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Director of Communication. 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. Serve as Housing Court's spokesperson and media liaison to inform and educate the public.
2. Monitor media coverage about housing issues and responds to media inquiries.
3. Prepare, review, and edit press releases, articles, brochures, and other written materials, including Housing Court's quarterly newsletter.
4. Collect data and review materials for internal/external communications use.
5. Responsible for Housing Court's social media and online presence and policies including the court website.
6. Research and write copy for Housing Court's informational materials including forms, annual report, budget presentation, videos, and courtroom public-access television.
7. Maintain database of public-information contacts.
8. Oversee translation of written materials from English to other languages.
9. Assist and coach Housing Court's judge and staff with public-speaking engagements, presentations, and articles for publication.
10. Arranges and conducts Court tours.
11. Organize Housing Court's educational workshops including neighborhood clinics, landlord clinics, tenant clinics, investor clinics, and school outreach.
12. Work with external organizations to help them understand Housing Court's work and laws governing housing, zoning, and related issues.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree in Communications, Public Relations, Journalism, or a related field
2. Five years of professional experience in marketing, news media, advertising, broadcasting, public relations, communications, or a related field
3. Work experience demonstrating ability to handle the "Essential Duties and Responsibilities"
4. Social-media skills that include the major platforms
5. Proficient in basic computer skills, (Microsoft Word, Excel, Internet, e-mail)
6. Knowledge of desktop publishing and graphic-design skills
7. Valid Ohio driver's license, reliable vehicle, and vehicle insurance
8. Knowledge of common office practices, procedures, and equipment.
9. Must occasionally lift or push items weighing up to 50 lbs.

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 candidates who meet the following criteria:

1. Experience at a newspaper or broadcast group as a reporter or editor.
2. Experience with Microsoft or Apple production software.
3. Experience in organizing community meetings and outreach for a non-profit or government entity.
4. Knowledge of the City of Cleveland and its institutions

COURT EXPECTATIONS OF EMPLOYEE

The Court expects all members of its staff to 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. Additional requirements for employment with the Court include the following.

1. Excellent written and verbal communication skills.
2. Knowledge of current principles and techniques of public-information and relations programs.
3. Skilled in writing for a variety of audiences.
4. Ability to write and edit in a variety of writing styles and ability to draft materials on a wide range of topics.
5. Strong editing and proofreading skills.
6. Able to maintain a flexible schedule depending on Housing Court's needs.
7. Strong analytical and organizational skills and the ability to function at a high level within a large, complex organization.
8. 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 good time-management skills and be highly organized and detail-oriented.

9. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with judges, Court employees, lawyers, outside agencies, businesses, news media, and the general public.
10. Ability to maintain sensitive and confidential information.
11. 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.
12. 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.
13. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

AT-WILL EMPLOYMENT

The Director of Communication is an at-will employee and serves at the pleasure of the Court; he/she 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 age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

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.

Signature of Employee

Date

Witness

Date

**CLEVELAND MUNICIPAL COURT – HOUSING DIVISION
POSITION DESCRIPTION**

Job Title:	Deputy Chief Magistrate	FLSA Status:	Non-Exempt
Department:	Magistrates	Civil Service:	Unclassified
Supervisor:	Chief Magistrate	Employment Status:	Full Time

JOB PURPOSE AND OVERVIEW

The Deputy Chief Magistrate is responsible for assisting the Chief Magistrate with supervising personnel and managing assignments within the Magistrates' Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Deputy Chief Magistrate. 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. Assist the Chief Magistrate in the assignment and distribution of work.
2. Coordinate last minute stays, to ensure timely ruling on motions.
3. Advise and assist bailiff field supervisors with move out issues. Assist bailiffs and Clerk's office with issues re: writs, entries, move outs.
4. Assist the Chief Magistrate with Magistrate meetings and ensuring consistency of decisions.
5. Coordinate activities of Magistrates with other departments of the court. Act as liaison between Magistrates and other departments of court
6. Develop and recommend procedures within Magistrate Department. Consult with and advise other departments on procedural issues.
7. Assist Chief Magistrate in the coordination of training, development, and personnel evaluation. Participate in training of other court personnel, e.g., housing court specialists, bailiffs, as needed.
8. Perform customary Magistrate duties as required.

QUALIFICATIONS AND REQUIREMENTS

1. Law degree from an accredited law school.
2. Licensed to practice law in Ohio.
3. At least five years' experience in the general practice of law.
4. Experience in housing law preferred.
5. Knowledge of court system and procedure.
6. Experience as Magistrate or hearing officer.
7. Experience in supervision of staff with multiple roles preferred.
8. Familiarity with Housing Court and Ohio Landlord/Tenant Act preferred.

9. Knowledge of common office practices, procedures, and equipment.
10. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and Westlaw.

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.

COURT EXPECTATIONS OF EMPLOYEE

The Court expects all members of its staff to 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. Additional requirements for employment with the Court include the following.

1. Strong analytical and organizational skills and the ability to function at a high level within a large, complex organization.
2. 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 good time-management skills and be highly organized and detail-oriented.
3. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with judges, Court employees, lawyers, outside agencies, businesses, and the general public.
4. Ability to maintain sensitive and confidential information.
5. 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.
6. 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.
7. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

AT-WILL EMPLOYMENT

The Deputy Chief Magistrate is an at-will employee and serves at the pleasure of the Court; he/she 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 age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

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.

Signature of Employee

Date

Witness

Date