



**CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS**

**CUYAHOGA COUNTY DOMESTIC RELATIONS COURT
JOB DESCRIPTION**

Job Title: Assignment & Scheduling Manager
Department: Assignment & Scheduling
Reports to: Deputy Court Administrator
Hours: 8:30 a.m. – 4:30 p.m. *This position may require some work beyond normal business hours.*
FLSA Status: Exempt
Salary Range: \$60,000 – \$67,500

SUMMARY:

This is an unclassified position that serves at the pleasure of the Court. Under the general direction of the Deputy Court Administrator, the Manager of Assignment & Scheduling is responsible for overseeing all functions related to assignment and scheduling of court cases within the Cuyahoga County Domestic Relations Court. This role ensures that cases are assigned to judges and magistrates in an efficient, equitable, and timely manner. The manager will oversee all scheduling staff, implement and optimize scheduling procedures, and work closely with court administration and legal staff to manage caseloads effectively. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and support a team of schedulers, ensuring high levels of productivity, accuracy, and professionalism.
- Provide training, guidance, and performance evaluations for all assignment and scheduling staff.
- Foster a positive work environment that encourages teamwork and effective communication.
- Coordinate department schedules, approve requests for leave and manage staff timesheets.
- Oversee the processing, data entry and distribution of all incoming case files, motions, notices, and other pleadings submitted to the court.
- Ensure that cases and motions are timely processed and scheduled for hearing.
- Analyze and evaluate current scheduling and assignment processes, and develop and implement improvements to enhance efficiency, accuracy, and caseflow management.
- Collaborate with IT and court administration to implement scheduling solutions as it relates to the court's case management system or other scheduling software.

- Develop and maintain best practices and standard operating procedures for the department and staff.
- Act as the primary point of contact for judges, magistrates, attorneys and court staff regarding scheduling and assignment matters.
- Respond to inquiries from court staff, attorneys and litigants in a timely and professional manner.
- Fill-in or backup staff to schedule cases, initiate new case files and process motions and pleadings as required.
- Coordinate with other court departments and stake holders to manage complex cases and issues and identify solutions.
- Monitor and create reports on key performance indicators related to case assignments and scheduling.
- Prepare caseload reports and statistics on a regular basis.
- Ensure compliance with Rules of Superintendence, local rules, policies and procedures regarding case assignment and scheduling.
- Stay current on changes in legal requirements and court rules that may impact scheduling and assignment processes.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of court operations, caseload management, and scheduling practices.
- Some knowledge of Clerk of Court docketing practices.
- Excellent written and verbal communication skills.
- Proficiency in case management systems and other scheduling software.
- Exceptional organizational and problem-solving skills, with a focus on detail and accuracy.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Ability to interact and communicate appropriately with judges, magistrates, attorneys, court and department personnel, and the public with patience and understanding.
- Ability to effectively read and interpret information, and skillfully gather and analyze information.

EDUCATION:

A Bachelor's Degree in public administration or a related field from an accredited college.

EXPERIENCE:

Minimum of 5 years of experience in a court setting, or a related field, with at least 2 years in a supervisory or management role or any equivalent combination of education, training, and experience providing the requisite knowledge, skills, and abilities for this position.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit or stand for 8 hours per day. The employee must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, walking, and listening.

WORKING ENVIRONMENT:

Office environment is comprised of a professional, technical, and computer-friendly fast-paced atmosphere. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, fax machines, and other general office equipment.

APPLICATION REQUIREMENTS:

The Cuyahoga County Domestic Relations Court requires a pre-employment background check. Submit application, letter of interest and resume via email or ordinary mail to:

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator

Cuyahoga County Domestic Relations Court

1 West Lakeside Avenue. Room 149

Cleveland, Ohio 44113