



THE SUPREME COURT *of* OHIO

POSITION DESCRIPTION

POSITION TITLE: Director, Criminal Sentencing Commission

Classification: Senior Director

Position Control Number: 1200-20003024

Pay Grade: 21

FLSA Status: Exempt

Office/Section: Criminal Sentencing
Commission

EEO Status: Officials And Managers

Division: Criminal Sentencing

Date Created: April 2006

Reports to: Chief Justice & Commission

Date Revised: January 2009, July 2014

JOB PURPOSE

Directs the operation of the Criminal Sentencing Commission and the staff. This position serves as the primary contact for the Commission with the General Assembly and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, direct and administers the Sentencing Commission in conjunction with Chairman, assures compliance with enabling laws, develops meeting agendas, and develops Commission's budget.

Develops staff policies and goals. Supervises staff, oversees legal and non-legal research as well as conducts some additional research as needed.

Writes and edits Commission documents, including legislative drafting.

Serves as the Commission's primary liaison to the General Assembly, Administration and other interest groups.

Testifies before the General Assembly; prepares and conducts speeches to interest groups.

QUALIFICATIONS & EXPERIENCE

Bachelor's degree required. Master's degree or Juris Doctor preferred.

Extensive familiarity with state and local government practices, including how the General Assembly interacts with the Judicial Branch.

Minimum of eight years of relevant experience and familiarity with the Executive and Legislative branches of state and local government required.

PHYSICAL REQUIREMENTS – See Attached Physical Requirements Checklist.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the 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; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the Court expects the incumbent to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court. Further, the Court expects the incumbent to demonstrate flexible and efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate and thorough manner, and to communicate regularly with the incumbent's supervisors about work-related issues.

AT-WILL EMPLOYMENT

The Supreme Court of Ohio is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment. Pursuant to Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Court, and no employee shall have the employee's employment terminated based solely upon political party affiliation, political activity permitted under Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have the employee's employment terminated with or without cause unless upon the concurrence of a majority of the Court.

Employee Signature

Date

Supervisor Signature

Date

Position Title:

Incumbent(s):

Essential Activities

Please check those activities that are essential functions of the position (the core purpose of the position):

Body Movements

Occasional: two hours/day; frequently: up to four hours; constantly: more than four hours

Lifting weight	<input checked="" type="checkbox"/> 0-10 lbs	<input type="checkbox"/> 11-20 lbs	<input type="checkbox"/> 21-50 lbs	<input type="checkbox"/> 51-100 lbs
Lifting frequency	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Standing	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Walking	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Sitting	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Constantly
Bending/pushing	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Reaching	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Pulling	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Pushing	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Kneeling/Squatting	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Crawling	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Turn/Twist (body)	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Climbing ladders	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Climbing stairs	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Fingering (pinch/pick)	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Wrist torquing	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Gripping	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Driving Hours per day	at a time: None	Total hours: None		

Repetitive Hand Motion

Occasional: two hours/day; frequently: up to four hours; constantly: more than four hours

Keyboarding/typing	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Constantly
Gripping/clicking mouse	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Constantly
Collating	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly
Stapling	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Constantly

Visual and Auditory

<input type="checkbox"/> Accurate color perception	<input type="checkbox"/> Accurate depth perception
<input checked="" type="checkbox"/> Ability to see near	<input type="checkbox"/> Ability to see far
<input type="checkbox"/> Ability to hear emergency communications	
<input type="checkbox"/> Subject to noise	

Physical Hazards

<input type="checkbox"/> Ladder <four ft	<input type="checkbox"/> Ladder >10 ft	<input type="checkbox"/> Elevated work surfaces
<input type="checkbox"/> Confined spaces		
<input type="checkbox"/> Electrical <120 V	<input type="checkbox"/> Electrical 120–600 V	<input type="checkbox"/> Electrical >600 V
<input type="checkbox"/> Pressure and vacuum	<input type="checkbox"/> Paint/lacquer	<input type="checkbox"/> Radiation work
<input type="checkbox"/> Subject to indoor temperature extremes (below 32 degrees or above 100 degrees for more than one hour)		
<input type="checkbox"/> Subject to outside environmental conditions		
<input type="checkbox"/> Subject to infectious disease		
<input type="checkbox"/> Subject to atmospheric conditions (fumes, odor, mist, dust)		

Machine Operations

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Automobile | <input type="checkbox"/> Forklift | |
| <input type="checkbox"/> Mobile crane | <input type="checkbox"/> Scissors lift | <input type="checkbox"/> Man lift |
| <input type="checkbox"/> Lathe | <input type="checkbox"/> Table saw | <input type="checkbox"/> Pipe threader |
| <input type="checkbox"/> Pipe bender | <input checked="" type="checkbox"/> Other - Photocopies | |