



CRIMINAL SENTENCING COMMISSION

65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

## POSITION DESCRIPTION

### **POSITION TITLE:** Criminal Sentencing Commission Coordinator

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**Classification:** Staff Specialist III

**Pay Grade:** 106

**Office/Section:** Criminal Sentencing

**Division:** Affiliated Offices

**Reports to:** Director

**Position Control Number:**

**FLSA Status:** Exempt

**EEO Status:** Professional

**Date Created:** January 2024

**Date Revised:**

### **JOB PURPOSE**

Provides administrative support to the operations of the commission, the director, and staff in matters relating to the work of the Ohio Criminal Sentencing Commission and its committees, including tracking the status of relevant legislation, reviewing and editing summary materials developed, and assisting in identifying and obtaining relevant information and data necessary to fulfill the duties statutorily mandated to the commission.

### **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.

Assists the director in preparing commission work product, facilitating commission and committee meetings and general duties of the office.

Monitors promising practices relative to criminal justice issues and disseminates pertinent information to the commission director, the commission and its committees, interested parties and justice system partners.

Assists in planning and implementing non-legal research, including monitoring the impact of changes in sentencing policy. Duties include managing outreach with key stakeholders across the criminal justice system and collating extant sources of information to produce original analysis.

Works with the director and criminal justice counsel to track the status of relevant legislation, including legislative calendar, bill introduction, bill committee hearing status, and bill passage.

Coordinates special projects and assignments for the director and commission. Serves as a liaison and/or represents the commission on relevant committees and task forces.

Monitors and updates the commission's website and supports the director in coordinating with the Supreme Court of Ohio Office of Public Information on website maintenance, meeting information and materials, announcements, and print materials to ensure materials are publicly available and current.

Works with research specialists to manage non-legal, undergraduate interns assigned to the commission.

Oversees and manages third party contracts regarding administrative office operations. Administers and manages successful grant applications.

Assists the director and staff with scheduling meetings and preparing materials and/or coordinating arrangements for meetings and conferences; makes arrangements for meeting rooms, meals, and overnight accommodations; makes travel arrangements for director and staff as needed.

Responsible for reconciling daily and monthly fiscal reports, issues invoices, receipts, refunds, Inter-State Transfer of Funds, and properly account for payments. Researches and handles payment issues and commission member reimbursements. Prepares for audit and responds to Auditor inquiries for request for information. Works with third party processing entities, the Supreme Court of Ohio fiscal and technology departments to resolve payment issues.

Respond to inquires regarding public records, including researching and obtaining records for review by director.

Provides staff support for the commission and commission committees, including drafting comprehensive minutes.

Performs other related duties as assigned.

Regular, reliable, and punctual attendance is required.

#### **QUALIFICATIONS & EXPERIENCE**

Requires a bachelor's degree or equivalent in criminal justice or related discipline and the ability to learn and understand complex policies and procedures. The degree may be substituted by six or more years of progressive and related experience with the Sentencing Commission or related area in the court system.

Requires the ability to handle sensitive information and meet various deadlines. Must be proficient in computer applications such as Microsoft Office products, excellent interpersonal communication, and problem-solving skills.

Skilled in performing technical, specialized, complex, and difficult office administrative work requiring the use of independent judgment; interpreting policies and procedures related to the office; analyzing and resolving office administrative and procedural problems.

Skilled in communicating effectively with co-workers, commission members, director, the general public, and private organizations and others sufficient to exchange or convey information.

Special Requirements: This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees. It is not intended to be an exhaustive or all-inclusive list of all job-related duties that an employee may be requested to perform.

**PHYSICAL REQUIREMENTS**

This position operates in a professional office environment and routinely uses standard office equipment, such as computers and phones.

This is a largely sedentary role; however, the employee may also be required to move about the office and building. Preparing and moving documents and files requires an ability to occasionally lift up to 20 pounds and may require bending, pushing, pulling, or reaching. While performing the duties of this job, the employee will regularly be required to communicate and exchange information.

**COMMISSION EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of the position, the Ohio Criminal Sentencing Commission expects the incumbent will adhere to all commission policies, guidelines, practices and procedures; act as a role model; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the commission expects the incumbent to maintain a positive and respectful approach with superiors, colleagues, and individuals. Further, the commission 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 Ohio Criminal Sentencing Commission is an affiliated office of the Supreme Court of Ohio and is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment. Pursuant to the Supreme Court of Ohio Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Ohio Criminal Sentencing Commission, and no employee shall have their employment terminated based solely upon political party affiliation, political activity permitted under the Supreme Court of Ohio Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have their employment terminated without cause, unless upon the concurrence of the Ohio Criminal Sentencing Commission.

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Employee Signature

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Date

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Supervisor Signature

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Date