

# MORROW COUNTY COURT OF COMMON PLEAS

Morrow County Courthouse

48 East High Street, Mount Gilead, Ohio 43338

[www.commonpleas.morrowcountyohio.gov](http://www.commonpleas.morrowcountyohio.gov)

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Robert C. Hickson, Jr., Judge  
Tom C. Elkin, Judge  
Gregory Thomas, Court Administrator  
Kevin Collins, Magistrate  
Celeste Brammer, Magistrate



General Division (419) 947-4515  
Probate Division (419) 947-5575  
Juvenile Division (419) 947-5575  
Probation Dept. (419) 947-5512

## **JOB ANNOUNCEMENT**

The Morrow County Court of Common Pleas is currently hiring a full-time **SERVICE COORDINATOR/COURT SUPPORT SPECIALIST**. This position is primarily funded by the Delaware-Morrow Mental Health and Recovery Services Board; please note that there is no guarantee of employment beyond the duration of the funding period, which ends September 29, 2024. While serving Court-involved individuals and networking with community members, agencies, and providers, the applicant will also be expected to provide support, when necessary, to Probation Services, Court Bailiff/Constables, and Court Administrative Assistant staff. The applicant will have a general understanding and ability to utilize Evidence Based Practices, must have a working knowledge of basic computer programs, have good communication skills, and possess the ability to multi-task. The applicant must be able to initially and annually pass the following: Ohio Peace Officers Training Academy Firearms course; Taser training course; and, a defensive tactics training course. The educational requirement for this position is an Associate's Degree with prior experience in the criminal justice field, though a Bachelor's Degree is preferred. The starting pay rate for this position is \$19.25/hour (\$40,040/annually). Interested applicants should forward a cover letter, resume, and a Morrow County application (available on [morrowcountyohio.gov](http://morrowcountyohio.gov)) to Greg Thomas, Court Administrator and Chief Probation Officer, 48 East High St, Mount Gilead, Ohio 43338 or [greg.thomas@co.morrow.oh.us](mailto:greg.thomas@co.morrow.oh.us). Applicant must be willing and able to pass a criminal background check(s). The deadline to apply for this position is November 17, 2023; however, please note that applications will be considered as they are received.