



**WASHINGTON COUNTY
COURT OF COMMON PLEAS
OFFICE OF COURT ADMINISTRATION**

ACCEPTING APPLICATIONS FOR:

COURT SERVICES MANAGER

The Washington County Court Administrator's office is seeking to hire a full-time Court Services Manager to perform duties related to the administration of court services, particularly with regard to technology, and provide staff support to the Court Administrator.

Education equivalent to the completion of high school is required; post-high school education is preferred. Prior experience in Court Administration or a court setting is desirable. Prior experience with software configuration, SQL, and Excel preferred.

Salary - \$52,882.31

Benefits available on the 1st of the following month from hire

Please apply by sending your cover letter and resume to:
Court Administrator Daniel Buzard
daniel.buzard@washingtontcourts.us

Applicants must be able to clear a criminal background check, a reference check, provide clearances and pass post pre-employment physical requirements.

EOE