

TITLE: Court Administrator JOB CODE: 1303

PREPARED: 2/16/2011 FLSA: Exempt

UPDATED: REVISION #:

Summary: Under general direction from the Judges, directs, manages, supervises, and coordinates the District Court's operations, programs, and activities and coordinates assigned activities with other County departments, divisions, and outside agencies.

Distinguishing Characteristics: This designation is distinguished from the Court Clerk by the added responsibilities of supervision, control of the day-to-day and long-term operations of the court, and a broader array of work activities.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Directs and manages the day-to-day operations and support staff associated with the Churchill County District Court. Maintains a productive relationship with the Judge, court clerks and the public and collaborates in the development of Court procedures and related guidelines for the effective operation of the District Court and its' programs.
- Evaluates clerk-related court operations and procedures and provides direction in establishing and maintaining a written procedural and operational standards manual; provides coordination of automated information systems; coordinates staff development and training programs.
- Supervises and coaches the appropriate staff to ensure that the Court's, the Judges', and the public's needs are met and that State, County, and Court legal processes, policies, and procedures are followed.
- Works with the Judge(s) in preparing the court budget; administers the budget to include monitoring
 expenditures to ensure compliance with budget allocations; reviews handling of fines, fees, and
 forfeitures to ensure correct reporting and disbursement; prepares periodic revenue reports; performs
 all cash out functions and supervises other related accounting and financial activities.
- Performs quality control audits in order to ensure accuracy of court records.
- Advises Court Clerks regarding questions of procedure, coordination of operations and supervisory issues. Participates in meetings with administrative counterparts in order to resolve shared operating problems and establish uniform procedures statewide.
- Hires, trains, motivates, evaluates and manages the performance of the Court's support staff.
 Assigns projects and promotes open communication, teamwork, and creates a productive work
 environment. Administers disciplinary action in accordance with County policy and procedures. In
 collaboration with the Judge(s), prepares and provides immediate and long-range staffing needs;
 evaluates and initiates changes in policies, procedures, and operations; participates in staff meetings
 in order to resolve problems and establishes uniform procedures within the court.
- Has primary responsibility for activities in the following areas: responds to inquiries and concerns from the public; coordinates court calendar with the Judge(s); manages local procurement, inventory

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- and supplies, budget preparation, accounting, and facilities activities; provides effective support to the District Court Judge(s).
- Supervises the preparation of and prepares materials for each court session; may perform a variety of in-court duties.
- Supervises the maintenance of court dockets; oversees the setting of court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- Analyzes caseload patterns, and recommends policies and procedures for caseload management to the Judge(s). Implements and monitors caseload management policies and procedures.
- Maintains liaison and coordinates court operations with representatives of allied government agencies. Responds to questions and concerns from the public and/or staff, with the ability to resolve difficult and sensitive inquiries and complaints. Ensures confidentiality is maintained and applied to all court documents, procedures and staff-related issues.
- Maintains a positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers, judges, and supervisors.
- · Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Thorough knowledge and understanding of court clerk duties.
- Considerable knowledge of employee training and directing of employees in their work.
- Knowledge of court processes and procedures.
- Knowledge of jury selection.
- Knowledge of bail procedures.
- Knowledge of case management techniques.
- Knowledge of legal terminology and concepts.
- Knowledge of accounting practices and procedures.
- Knowledge of computing technology and data processing concepts.
- Skill in supervising the work of others.
- Skill to apply general management principles to specific organizational and operational problems.
- Skill to communicate effectively, verbally and in writing.
- Skill in establishing and maintaining effective working relationships with Judges, court staff, attorneys and the general public.

Education, Experience, Certifications and Licenses:

• A Bachelor's degree in Business Management, Public Administration, Criminal Justice, or related field, and five (5) years of progressively responsible court operations experience with at least two (2) of those in a direct supervisory position or any equivalent combination of education and experience. Additional court operations experience may be substituted for education on a year-for-year basis.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 40 pounds.

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· Climbing stairs is required on a periodic basis.

Equipment and Tools Utilized:

• Special Equipment includes computerized and conventional office equipment, audio equipment and microfilm equipment.