

DISTRICT COURT ADMINISTRATOR

JOB PURPOSE AND SUMMARY

To direct, manage, supervise, and coordinate the programs and activities of the County's District Court; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the District Court Judges.

The District Court Administrator receives administrative direction from the District Court Judges. The incumbent exercises direct supervision over technical and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all services and activities of the District Court.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including records management, case filing, and processing civil and criminal matters; recommends, within Court policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities of improvement and review with the District Court Judges; implements improvements.
- Selects, trains, motivates, and evaluates District Court personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for District Court services and programs; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Manages and participates in the development and administration of the District Court annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Serves as a liaison for the District Court with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.

- Provides responsible staff assistance to the District Court Judges; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to District Court programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of court administration.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Monitors contracts for District Court services provided to other jurisdictions; organizes data for the negotiation of contracts.
- Directs District Court auditing and accounting systems including grants, fines, bails, assessments, forfeitures, and other funds.
- Acts as chief security officer for court system, courthouse and adjacent buildings including the transportation of prisoners and the arrest for outstanding warrants.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience involving court programs including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, or a related field.

Knowledge of...operational characteristics, services, and activities of a district court program; organizational and management practices as applied to the analysis and evaluation of programs,

policies, and operational needs; modern and complex principles of program development and administration; basic principles and practices of civil law; techniques and systems of court functions including jury and case management, calendaring and provision of indigent defense; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations; and so forth.

Ability to...manage, direct, and coordinate the work of technical and clerical personnel; provide administrative and professional leadership and direction for the District Court; recommend and implement goals, objectives, and practices for providing effective and efficient District Court services; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public; and so forth.

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