

SUPERIOR COURT ADMINISTRATOR

JOB PURPOSE AND SUMMARY

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

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

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all services and activities of the Superior Court.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including calendar administration, court processing, family court services and jury selection; recommends, within Court policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops the Superior Court master calendar for assignments, trials, and other proceedings in consultation with Superior Court Judges; coordinates the selection, notification, and scheduling of jurors; prepares juror payroll and statistical reports.
- 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 for improvement and review with the Superior Court Judges; implements improvements.
- Selects, trains, motivates, and evaluates Superior Court personnel; provides or coordinates staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for Superior 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 Superior 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.

- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Superior 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.
- Directs the automation of court operations; designs and implements software application requirements.
- Analyzes and participates in planning for the renovation of facilities and new construction.
- Monitors performance of contractors providing indigent defense services; provides data to judges and the Board as an aid in negotiation of contracts.
- Serves as a liaison for the Superior Court with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Provides responsible staff assistance to the Superior Court Judges; prepares and presents staff reports and other necessary correspondence.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Five years of increasingly responsible experience in court administration including two years of supervisory responsibility.
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in criminal justice, political science, business administration, sociology, or a related field.
- Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of...organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; judicial functions, procedures, and

related laws pertaining to civil and criminal matters; modern principles and practices of jury management, calendaring, and provision of indigent defense for court services; techniques and methods for statistical data analysis; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; modern office procedures, methods, and equipment including computer software and hardware; procedures, techniques, and methods for providing secure court facilities; and so forth.

Ability to...manage, direct, and coordinate the work of professional and clerical personnel; provide administrative and professional leadership and direction for the Superior Court; recommend and implement goals, objectives, and practices for providing effective and efficient superior court services; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; prepare and administer large and complex budgets; select, supervise, train, and evaluate staff; interpret and explain Court policies, procedures, laws, and rules; prepare clear and concise reports, 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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