

## Deputy Director of Court Operations

GENERAL STATEMENT OF DUTIES: Performs highly responsible and complex duties for the 67<sup>th</sup> District Court including planning, development, supervision and administration; assists in coordinating the implementation of goals and objectives for the Court through policy and program development; performs complex and complicated tasks in the area of planning and enhancement of court services under the supervision of the Chief Judge, Presiding Judge and Director of Court Operations. Also acts in the absence of the Director of Court Operations.

### STATEMENT OF TASKS:

Assists in the day-to-day administration of the District Court including the responsibility for assuring daily tasks are performed timely and efficiently;  
Assists in developing, implementing, coordinating and supervising the financial functions of the Court including Budgets;  
Develops, implements, coordinates and supervises the management information systems including providing appropriate training for staff;  
Serves as technical assistance resource for Court staff;  
Develops and coordinates Court hiring procedures including training for new employees;  
Compiles and prepares monthly and annual reports and special reports as directed;  
Writes grant proposals and oversees grant programs;  
Represents the Court, Judges and Director of Court Operations at various meetings as requested.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of District Court procedures and policies;  
Thorough knowledge of supervisory and administrative techniques;  
Knowledge of budgeting and payroll;  
Ability to work cooperatively with local and state agencies;  
Knowledge of case flow management techniques;  
Ability to train staff effectively;  
Ability to communicate effectively both orally and in writing;  
Ability to attend work regularly and work under stressful conditions;  
Ability to maintain good interpersonal relationships.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Court Administration, Business Administration, Public Administration, Criminal Justice or related field

**AND**

Five (5) years of progressively responsible experience in administration or a court setting.

Experience working in connection with Court policies, procedures, budgets and/or other court-related issues is preferred.

  
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Human Resources Director

Established: June 22, 2015

Revised: October 18, 2017