

## **DISTRICT COURT ADMINISTRATOR**

GENERAL STATEMENT OF DUTIES: Performs highly responsible duties as the 67th District Court Administrator including planning, development, supervision and administration; coordinates 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; works under the general direction of the Chief Judge; performs related duties as required.

### STATEMENT OF TASKS:

Provides administrative direction to the operation of District Court;  
Identifies, develops and directs the implementation of new programs and services;  
Responsible for the development and presentation of the Court's budget request;  
Represents the Court in labor relations and negotiations;  
Acts as the Court representative and resource person on various policy and advisory boards as directed by the Chief Judge;  
Hires, trains and supervises Court employees;  
Develops, implements, coordinates and supervises management information systems;  
Develops and monitors caseflow management systems and procedures;  
Coordinates and supervises the Court payroll;

The class specification 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.

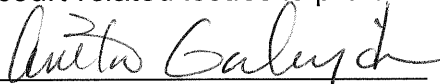
### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the District Court judicial system;  
Knowledge of supervisory and administrative techniques;  
Knowledge of budgeting and payroll;  
Thorough knowledge of criminal law;  
Knowledge of computer applications;  
Knowledge of caseflow management techniques;  
Ability to train staff effectively;  
Ability to deal effectively with members of the legal system, including judges, court personnel, attorneys, prosecutors, other County employees and defendants;  
Ability to determine MIS needs and implement systems to meet those needs;  
Ability to write and the ability to speak effectively in writing.

MINIMUM QUALIFICATIONS

Law degree or a bachelor's degree in Court Administration, Business Administration, Public Administration or related field and five years of administrative experience two (2) years of which must be in a managerial capacity in a Court or related setting. Experience working with federal, state and local government officials/agencies as well as bar associations in connection with Court policies, procedures, budgets and /or other court-related issues is preferred.

October 13, 1987  
Date Implemented

  
Human Resources Director

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Date Revised