

## **SCAO Mission Statements**

Under supervision of the Chief Justice, who is the administrative head of the Unified Judicial System, the State Court Administrator is the non-judicial officer who implements the rules and policies of the Supreme Court as they apply to the operation and administration of the courts and is the liaison between the judicial branch and the other branches of state and local government. To ensure efficient and responsive operation, the State Court Administrator's Office provides centralized administrative assistance and support services to the entire Unified Judicial System through the following six divisions:

### **Budget and Finance**

This office develops the annual budget request and monitors the approved budget, provides technical assistance to the circuit courts of the state related to financial management, accounting, and debt collection, and oversees purchasing functions.

### **Clerk Support**

This office acts as the liaison between the clerk of court employees and offices within state court administration. This office also provides support to clerk of court staff in implementing policy and procedure changes as well as maintaining those in effect to ensure consistency and effectiveness throughout the circuits.

### **Court Services**

This office provides a wide range of support services to the circuit courts of the state and the State Court Administrator. This office provides direction on issues relating to adult and juvenile interstate compact issues and provides support to court services staff across the state.

### **Human Resources**

The Human Resources Division serves to provide leadership and consultation in support of UJS goals and objectives and focusing its efforts on our court system's most valuable asset: its employees. The Human Resources Division is responsible to provide services to recruit, hire, develop and retain a diverse, qualified workforce. We provide human resources leadership and guidance in the development, implementation and equitable administration of policies and procedures, providing technical assistance, equal opportunity employment and regulatory compliance services. We provide pro-active programs and services, including job classification, compensation and labor market research, employee relations, administration of performance evaluations programs, payroll administration, maintenance of personnel records, benefits and retirement processing, and employee discipline and grievance processes. We are committed to providing the highest quality training and education programs to create a work environment of employee empowerment and involvement in our court system.

### **Information and Technology**

This office provides technical support, training and solutions for UJS staff, criminal justice system partners, and the public. The IT office develops and supports the case management systems for the judicial system and provides secure and transparent access to data.

### **Policy and Legal Services**

This office provides legal services and information in support of UJS employees and programs while seeking to increase the public's trust and confidence in the judiciary through proactive legislation, public relations and policy development.