

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**CIRCUIT COURT ADMINISTRATOR**

**CLASS CODE: 99-51-02**

**POSITION PURPOSE**

Manages and directs administrative activities for the Unified Judicial System (UJS), including budget and fiscal preparation and personnel, caseload and jury management to relieve the presiding judge of administrative tasks.

**DISTINGUISHING FEATURE**

The incumbent oversees and manages non-judicial functions of the court, relieving the presiding judge of administrative tasks to include budget and fiscal preparation, personnel, facility, caseload and jury management as well as liaison with other agencies.

**MAJOR RESPONSIBILITIES**

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Provides human resource leadership, guidance, and supervision to ensure efficient and cohesive administrative processes and adherence to state, federal, UJS, and Circuit rules, policies, and procedures.
  - a. Oversees and coordinates subordinate supervisors.
  - b. Coordinates with the Presiding Judge and State Court Administrator's Office (SCAO) regarding policies and procedures.
  - c. Complies with state and federal employment laws.
  - d. Resolves various personnel issues by researching the issue and providing appropriate guidance such as coaching, mentoring, training, or discipline.
  - e. Ensures staff competency and abilities to perform essential functions as well as staff completion of performance evaluations.
  - f. Performs employee recruitment, hiring, orientation, training, discipline, and termination.
  - g. Processes new position and classification requests.
  - h. Maintains employee files.
  - i. Manages the Circuit grievance process and procedure.
2. Prepares, presents, and manages the county and state budget to ensure adequate resources and appropriate allocation of funds.
  - a. Approves, processes, and manages expenditures.
  - b. Purchases equipment and supplies.
  - c. Prepares, reviews, and submits vouchers for payment.
  - d. Researches and reviews financial reports.
  - e. Composes justifications for budget increases and changes.
  - f. Participates in county meetings with regard to Circuit facility needs and ensures implementation of those needs to include building, space allocation, storage, etc.

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3. Directs and oversees caseload management of all civil, criminal, juvenile, family, and probate matters to ensure timely, efficient, and effective methods to case dispositions.
  - a. Directs and oversees the system of records management.
  - b. Analyzes court operations and court management strategies and recommends and implements changes to improve efficiency.
  - c. Assists the Presiding Judge in determining allocation of judicial assignments and caseload.
  - d. Conducts research and measures court performance.
  - e. Monitors case volume and timeliness of case processing.
  - f. Oversees jury management and related systems.
4. Researches, develops, recommends, and implements Circuit policy and procedure revisions and changes in the Circuit to ensure efficient and effective operation.
5. Serves as the Circuit liaison with news media, public, attorneys, county officials, employees, and other external entities to promote the courts and to gather and provide information.
  - a. Explains and educates individuals on the courts functions and purpose.
  - b. Investigates and resolves issues and/or complaints.
  - c. Approves and schedules ITV hearings.
  - d. Communicates with the news media, attorneys, and judges to accommodate media requests to record court proceedings, high profile cases, and general inquiries.
  - e. Serves on various committees and represents the Circuit and UJS.
6. Performs other work as assigned.

### **SUPERVISORY FUNCTIONS**

Supervises support staff and clerks in the performance of their duties and provides work direction to Chief Court Services Officers with regard to administrative responsibilities.

### **ESSENTIAL FUNCTIONS REQUIRE**

In-state and out-of-state travel for meetings and training; attendance in accordance with rules and policies; sitting for extended periods of time; cognitive ability to understand complex federal and state laws and Supreme Court and Circuit rules and policies; understand, evaluate, and analyze court data and draw reasonable and accurate conclusions from that data; and operate office machines such as a computer, telephone, copier, etc. The incumbent is required to work effectively with coworkers and the public; manage stress appropriately; meet deadlines; demonstrate initiative, motivation, and leadership skills; and communicate (verbally and in writing) complex court ideas, concepts, rules, policies, and procedures.

### **PROBLEMS AND CHALLENGES**

Challenges include ensuring adequate staffing to accomplish Circuit goals and objectives in a timely and efficient manner; minimizing personnel problems and resolving employee issues and concerns; resolving technology issues; ensuring litigation progresses through the court system in an orderly and timely manner; resolving personnel issues within state and federal laws and personnel rules; accurately forecasting future budgetary needs; ensuring Circuit needs are met with limited fiscal resources; and educating outside entities of court operations and processes.

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### **DECISION-MAKING AUTHORITY**

Decisions made by the incumbent include interviewing, hiring, job assignment/office coverage, supervising, mentoring, coaching, and disciplining employees; daily, weekly, monthly, and quarterly expenditures within budgeted funds; resolving facility issues; recommending future budget needs; managing the scheduling calendar; and recommending caseflow issue resolutions.

Decisions referred include those major projects or complex personnel/human resources, budget, and technology decisions within the province of the Presiding Judge or State Court Administrator's Office; assignment of caseload responsibility to judges; and appointment of magistrate judges and law clerks.

### **CONTACT WITH OTHERS and PURPOSE**

Daily contact with the Presiding Judge, other Judges, Chief Court Services Officer, Clerk of Courts, clerical support staff, and other court personnel to ensure efficient and effective operation of the Circuit. Frequent contact with SCAO staff regarding budgetary, personnel, trial court, legal, and IT issues; and other local, state, county, and private agencies and businesses such as the news media, members of the public, State's Attorney, other attorneys, fellow Circuit Court Administrators, and law enforcement.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment. In-state travel may be required to visit counties and staff to gather and provide information, attend meetings, and provide direction and training. In addition, out-of-state travel may be required to attend meetings and/or training.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills and Abilities:**

Knowledge of:

- administrative and judicial functions of the court system;
- court management principles and practices;
- employment laws;
- policies and procedures affecting personnel management;
- supervisory and leadership techniques and tools;
- budgeting analysis and management.

Skills in:

- organizational and time management;
- critical thinking.

Ability to:

- learn new things quickly and pass the knowledge on to others;
- maintain court records;
- process and create a circuit court budget;
- effectively manage multiple situations and concerns simultaneously;

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- communicate in clear and concise manner both orally and in writing.

### **Education:**

Bachelor's degree in court, public, or business administration or a related field.

### **Experience:**

Five (5) years of experience in judicial or business administration to include supervisory experience or related experience; or an equivalent combination of related education and experience.

Preference will be given to successful completion of the Court Executive Development or Court Management Program (CEDP or CMP) through the National Center for State Courts or a comparable certification.