

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**DEPUTY STATE COURT ADMINISTRATOR**

**CLASS CODE: 99-71-24**

**POSITION PURPOSE**

This position provides support to the State Court Administrator of the Unified Judicial System (UJS) by providing leadership, strategic planning, direction, management, and leadership for the operations of the Division of Human Resources; education development and training; security preparedness; and exercises oversight over the divisions of clerk support, court services, and problem-solving courts.

**DISTINGUISHING FEATURE**

The incumbent is responsible for assisting the State Court Administrator in directing and coordinating the administration of the entire state court system; and monitoring and administering personnel, educational development and training activities within the UJS.

**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 inclusive.

1. Assists and supports the State Court Administrator in the planning, organizing, and implementation of statewide judicial activities and special projects, administrative policies and services; and participates in the development of strategic planning activities that align with Supreme Court mission, goals, and objectives.
  - a. Functions as a key leadership member providing input regarding budget, legislative preparation and planning, and business operations of the state court administrative offices.
  - b. Serves as a liaison with other state agencies and business partners representing the UJS to accomplish goals and objectives.
  - c. Supervises the State Court Administrative offices in the absence of the State Court Administrator.
2. Manages and supervises the Clerk Support, Court Services, and Problem-Solving Divisions of the State Court Administrator's office to provide guidance and direction towards the accomplishment of goals and objectives.
  - a. Supervises the Division Directors and staff.
  - b. Provides oversight to statewide policies and procedures.
  - c. Directs and coordinates the development of statewide policies and procedures to ensure uniformity.
3. Manages and oversees the UJS Human Resources Division ensuring compliance and oversight for all human resources functions and ensure compliance with federal and state laws and human resource best practices.

## **DEPUTY STATE COURT ADMINISTRATOR**

- a. Interprets and implements federal and state laws and Supreme Court policies, rules, and regulations concerning human resource practices and payroll administration.
  - b. Formulates, revises, and drafts the UJS Personnel Rules for review by the State Court Administrator and Supreme Court.
  - c. Responds to inquiries from judges, supervisors, and employees regarding the UJS human resources system.
  - d. Provides advice and guidance to presiding judges, supervisors, and legal counsel on disciplinary actions and grievance procedures and actions.
  - e. Advises and proposes proactive remedies in regard to identified human resource liabilities to the State Court Administrator.
  - f. Identifies human resource trends and provides training on new and improved best practices and laws.
  - g. Conducts investigations and identifies personnel needs and problems within the UJS and prepares viable solutions.
  - h. Remains knowledgeable of technology changes and trends dealing with human resource processes and functions.
  - i. Monitors the performance evaluation process, identifies trends, and responds to trends and issues with coaching and/or training.
4. Administers and maintains the classification and compensation plans for the UJS to ensure fair and consistent treatment of employees.
    - a. Researches classification and compensation systems and trends.
    - b. Interprets and implements classification and compensation rules, policies, and best practices.
    - c. Evaluates and recommends classification, reclassification, discretionary salary increase, and pay grade changes to the system.
    - d. Develops new position descriptions and revises existing position descriptions.
    - e. Determines and communicates the annual compensation plan approved by legislature.
    - f. Administers and supervises the payroll of UJS employees.
  5. Participates in various committees and meetings to carry out division and UJS objectives and goals.
  6. Performs other work as assigned.

## **SUPERVISORY FUNCTIONS**

The incumbent provides supervision to the Clerk Support, Court Services, and Problem-Solving Division Directors; Human Resources staff; Judicial Branch Educator; and Security & Emergency Preparedness Coordinator.

## **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 rules and policies; understand, evaluate, and analyze statistical 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;

## **DEPUTY STATE COURT ADMINISTRATOR**

demonstrate initiative, motivation, and leadership skills; and communicate (verbally and in writing) complex human resource ideas, concepts, rules, policies, and procedures.

### **PROBLEMS AND CHALLENGES**

The incumbent is challenged to provide administrative direction to assigned operations to ensure statewide uniformity and program integrity; successfully navigate the role as management while maintaining the role as an employee advocate; staying abreast of trends and analyzing them to successfully apply to UJS goals and objectives; resolving complex issues; and addressing unprecedented situations in a timely and thorough manner.

### **DECISION-MAKING AUTHORITY**

Decisions made by the incumbent include interpreting and directing adherence to statutes, policies, and rules to ensure UJS program uniformity and integrity; responding to questions regarding the UJS personnel rules; and approving statewide training programs.

Decisions referred to superiors include UJS personnel rules that indicate that the State Court Administrator or the Supreme Court must authorize and overall strategic plan objectives.

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

The incumbent has daily contact with the Chief Justice, State Court Administrator, division heads, circuit court administration to distribute information and give guidance; the office staff to discuss operations and methods of management; and other court agencies to distribute and gather information. The incumbent has frequent contact with presiding judges, circuit judges, other UJS personnel, and executive branch representatives.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment. Occasional statewide travel may be required to visit circuits and staff to gather information, attend meetings, and provide 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:

- the judicial system and the workings of the court;
- the court system, functions of the court, and judicial systems;
- court administration “best practices”;
- administrative functions of the state court system;
- human resource federal and state laws, rules, regulations, and best practices to include ADA, FMLA, FLSA, Worker’s Compensation, etc.
- workplace investigation techniques;
- supervisory and leadership techniques and tools;
- budgeting fundamentals.

## **DEPUTY STATE COURT ADMINISTRATOR**

Skill in:

- organizational and time management;
- project management;
- critical thinking.

Ability to:

- provide supervision, leadership, coaching, and mentoring to staff;
- manage expectations of staff and constituents;
- develop and provide public presentations and training;
- be diplomatic, self-motivated, persuasive, decisive, consistent, and assertive;
- effectively manage highly stressful situations and remain patient and calm;
- research, administer, establish, and interpret rules, policies, guidelines, and procedures;
- act as liaison with other courts, executive branch, and outside entities to build networks and consensus and foster collaborative relationships;
- communicate in a clear and concise manner both orally and in writing;
- establish credibility and integrity;
- maintain confidentiality of personnel issues and records;
- evaluate complex administrative problems and develop solutions;
- establish and maintain effective working relationships with others.

### **Education**

Bachelor's degree in public administration, business administration, or related field. Master's degree in public administration or business administration or certification from Institute for Court Management Court Executive Development Program, preferred.

### **Experience**

Seven (7) years of progressively responsible court-related experience in judicial administration; or equivalent combination of education and experience.