

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

COURT SERVICES ADMINISTRATOR

CLASS CODE: 99-61-45

POSITION PURPOSE

The Court Services Administrator provides statewide executive leadership and coordination for the Unified Judicial System's (UJS) adult and juvenile probation services. This position ensures consistency, accountability, and alignment among program managers while supporting the implementation of evidence-based behavioral practices, statutory requirements, and UJS policies. The Administrator works collaboratively with program directors and circuit leadership to advance statewide goals, improve operational effectiveness, and support the mission of the Unified Judicial System.

DISTINGUISHING FEATURES

This position operates with broad authority and discretion in coordinating complex, multidisciplinary services at the statewide level. The Administrator focuses on systemwide integration, performance alignment, and strategic oversight across multiple program areas. The role requires advanced leadership skills, high-level judgment, and the ability to balance statewide priorities with circuit-level operational needs.

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. Provides strategic direction and oversight to juvenile, adult, and treatment supervision and programming to ensure effective, efficient, and coordinated statewide operations.
2. Leads expansion and growth by implementing a cross-collaborative philosophy and building strategic internal and external relationships to drive sustainable organizational change.
3. Establishes and promotes cross-divisional collaboration to align program goals, standardize practices, and reduce duplication of services.
4. Ensures fidelity to evidence-based practices, initiatives, and performance standards through ongoing monitoring and evaluation.
5. Uses evidence-based information to guide data-driven decision-making, develop performance metrics, and identify systemwide trends and improvement opportunities.
6. Leads statewide strategic planning initiatives focused on operational efficiency, service expansion, and long-term sustainability.

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7. Oversees workforce development efforts, including training coordination, leadership development, and succession planning across programs and divisions.
8. Serves as a liaison between UJS leadership and external partners to ensure alignment with policy, funding, and statutory requirements.
9. Provides leadership and guidance during change initiatives, including the implementation of new programs.
10. Serves as a member of various committees, meetings, and legislative activities to share information and carry out division and UJS goals and objectives.
11. Serves as a liaison with State's Attorneys, law enforcement agencies, state agencies, treatment agencies, and other entities and agencies involved in court services goals and initiatives to ensure UJS goals and objectives are met.
12. Performs other work as assigned.

SUPERVISORY FUNCTIONS

Supervises the Juvenile Services Program Manager. The position also collaborates with other UJS division directors and circuit court leadership.

ESSENTIAL FUNCTIONS REQUIRE

The ability to plan, organize, and direct complex statewide programs; implement a collaborative and cohesive division; analyze and interpret quantitative and qualitative data; communicate effectively with judicial leadership, staff, and external stakeholders; and exercise sound judgment in strategic and operational decision-making. In-state and out-of-state travel is required for meetings and training; attendance in accordance with rules and policies; sitting for extended periods of time; and operating office machines such as a computer, telephone, copier, etc. The incumbent is also required to work effectively with coworkers, stakeholders, and the public; manage stress with a calm demeanor; meet deadlines and objectives; demonstrate initiative and motivation; and communicate (verbally and in writing) complex ideas, rules, policies, and procedures.

PROBLEMS AND CHALLENGES

This position addresses challenges related to aligning program manager-level operations, balancing consistency with flexibility across circuits, supporting programming implementation changes, responding to evolving legislative and policy directives; and ensuring uniform application of evidence-based practices statewide.

DECISION-MAKING AUTHORITY

This position exercises significant independent judgment within established statewide strategies, policies, and operational frameworks; and makes recommendations and decisions related to statewide coordination, policy implementation, and operational alignment within established UJS policies and direction from the Deputy State Court Administrator and leadership.

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CONTACT WITH OTHERS and PURPOSE

Maintains ongoing contact with court services staff, circuit leadership, SCAO leadership, and external justice and behavioral health partners to coordinate services, share information, and support consistent statewide operations.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities

Knowledge of:

- court services operations, probation and supervision practices, specialty courts, and behavioral health programming;
- principles of cross-collaboration and team integration;
- strategic planning and program growth methodologies;
- conflict resolution and organizational dynamics;
- UJS policies and procedures;
- evidence-based practices, and program evaluation, implementation, and performance management.

Ability to:

- work collaboratively with executive, program manager, and circuit-level leadership;
- lead multidisciplinary teams and manage statewide initiatives;
- model and champion a cross-collaborative philosophy;
- supervise staff while driving organizational change;
- lead through ambiguity and guide teams toward a unified, forward looking direction;
- analyze complex data and apply findings to strategic planning and policy development;
- analyze program data and support performance improvement.

Skills in:

- leadership;
- communication, both oral and written;
- coordination;
- organization and time management.

Education and Experience

Master's degree in public administration, criminal justice, social work, or a related field required.

Experience

Seven (7) years of progressively responsible experience in court services, justice system administration, or behavioral health programming, including experience at a supervisory or administrative level; or an equivalent combination of related education and experience.