

JOB DESCRIPTION

<u>Job Title:</u>	Court Administrator
<u>Department:</u>	Superior Court – Alapaha Circuit
<u>Reports To:</u>	Judges of Superior Court
<u>Classification:</u>	Full-Time
<u>Salary:</u>	Base State Pay (\$51,000/yr) with State Benefits and Retirement

Job Summary:

Under the direction of the Superior Court Judges, provides administrative service to the Superior Court. May perform other related work as assigned by the Judges.

Specific Duties and Responsibility: The Administrator is responsible for:

- A. **Case Management:** Must assist in the design, development, implementation, and monitoring of a case management system for the superior court. Duties may include, but are not limited to, the installation of automated systems, calendaring systems, and uniform policies and procedures for the Court. Oversees virtual court proceedings.
- B. **Budget Management:** With assistance from the Judges, responsible for preparation, presentation, and management of annual operating budgets for the Court. May negotiate contracts, manage purchasing procedures, and manage inventory controls. Ensures expenses are properly documented and paid in a timely manner, and provides budgetary reports as needs that reflect amount of funds spent and percentage of budget remaining.
- C. **Program Management:** May manage specialized court related activities such as the establishment of accountability courts, mediation and other programs as designated by the Court. Assist in the organizing and management of the most recently established accountability courts. Assists the Superior Court Judges in matters regarding policy and procedures; ensures program goals and objectives are being met. Ensure that programs operate in compliance with State law.
- D. **Public Relations and Education:** Interacts and communicates with various group and individuals such as the District Attorney, Assistant District Attorneys, Public Defenders, State Probation Department personnel, co-workers, Judges, Program Directors, law enforcement personnel, treatment providers, and the general public. May coordinate training for court staff.

- E. **General Administrative Support:** Provides technical and administrative services as directed by the Court. Establish and implement both short-term and long-term goals of the Court. Oversees the software and hardware needs of courtrooms throughout the circuit. Coordinate and maintain the court needs for court-ordered interpreters and contracted court reporters. Prepared and/or generates program descriptions and procedures, financial reports, yearly court schedules, and program statistics.

Minimum Education, Training and/or Experience to Perform Essential Job Functions:

Bachelor's Degree in Public Administration, Court Administration, or closely related field, and five (5) years' experience in related work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

Necessary Special Requirements:

Must have a valid Georgia Motor Vehicle Operator's License.

Knowledge, Skills and Abilities:

Knowledge of:

1. The criminal and civil justice systems, courts, Georgia Court Rules and Procedures, and legal terminology;
2. Administrative organization and management systems;
3. Modern personnel practices and procedures;
4. Modern budgeting practices and principles;
5. Records Managements;
6. General office procedures, computer applications, and other office equipment;

Skills in:

1. Using tact, discretion, initiative and independent judgment within established guidelines;
2. Effective written and oral communication;
3. Effective problem solving;
4. Work organization, logic, and analysis.

Ability to:

1. Maintain effective working relationships with judges, attorneys, court personnel, jurors, and public;
2. Set and meet short and long range goals and objectives;

3. Solve practical problems while directing office operation, work flow and workload performance;
4. Read, analyze, and interpret professional periodicals and journals, technical and legal procedures, and government regulations.

Physical Requirements:

Must be able to operate a variety of automated office equipment such as computers, printers, facsimile machines, court room technology devices, and telephones.

Contact:

Please submit a resumé via email to kasw47@yahoo.com and put “Resumé for Court Administrator Position” in the Subject line.