



SUPERIOR COURT ADMINISTRATOR JOB DESCRIPTION

Job Title: **Court Administrator- Superior Court** Job Code: **SC100**
Pay Grade: **127** Effective Date: **October 2007**
FLSA: **Exempt** Revision Date: **July 2016**

NATURE OF WORK

Under general direction, plans, coordinates, and manages administrative operations for the Lewis County Superior Court; develops and implements administrative policies and procedures; oversees the Court's case flow and records management functions; coordinates special projects; administers grants and contracts; and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and directs the Court's day-to-day administrative operations including case flow management, jury services, records management, contract and grant administration, accounting, and purchasing.
- Develops, implements, and administers departmental policies and procedures; monitors and evaluates the effectiveness and efficiency of service delivery methods and procedures utilized by the Court.
- Establishes and implements the Court's short and long-range operational goals, objectives, and priorities.
- Responsible for preparing, presenting, administering, and monitoring the Court's annual budget.
- Provides managerial leadership for selection, supervision and evaluation of non-judicial staff. Supervises, trains, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedures.
- Serves as Manager of the Superior Court Guardian ad Litem Program, maintaining and updating the registry and ensuring compliance with local requirements. Receives and responds to complaints filed against guardians ad litem. Facilitate the complaint review committee, participating in the complaint process and ensuring compliance with Local Guardian ad Litem Grievance Rules. Supervises the Lewis County Superior Court Mental Health Alternative Coordinator who manages the court's Mental Health Alternative program.
- Plans, assigns, and reviews the quality of work performed by administrative personnel.
- Directs and coordinates the Court's case flow, jury, records, and project management functions.
- Responsible for the management of the court's interpreter program
- Establishes, maintains, and authorizes changes to Court schedules and calendars; communicates with attorneys and litigants regarding trial and/or hearing settings.
- Supervises the Courts financial activities including accounts payable, purchasing, and payroll; administers grants and contracts.
- Coordinates the development, implementation, and maintenance of the Court's internal information technology systems.
- Ensures compliance with statewide requirements/reports and updates information to Administrative Office of the Courts.
- Manages and coordinates the Court's external communications including television and print media.
- Serves as recorder of all judicial committees as directed

- Serves as Public Record Officer for the court ensuring compliance with rules regarding requests for public records.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Supervises Superior Court and the Law Library's financial activities

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in and around court facilities; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 35 pounds.

EMPLOYMENT STANDARDS:

Bachelor's Degree in a related field; AND three (3) years' experience supervising court administrative operations.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Superior Court operations, policies, and procedures.
- Regulations and standards governing court administrative operations.
- Judicial processes and procedures.
- Accounting and grant/contract administration principles.
- Information technology systems relative to court operations.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

Skills in:

- Managing and coordinating the Superior Court's administrative operations.
- Directing the development and implementation of departmental policies and procedures.
- Supervising the Court's case flow, jury, and records management functions.
- Overseeing accounting and financial activities for the Court.
- Establishing and maintaining effective working relationships with staff, court and law enforcement personnel, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Developing and administering budgets and monitoring expenditure in coordination with the Accountant.
- Supervising, leading, and delegating tasks and authority.