JUDICIAL ADMINISTRATOR

Nature of Work:

To perform highly responsible work directing the administrative and operation activities of the Nineteenth Judicial District Court. The Judicial Administrator is responsible for the enforcement, implementation and administration of all policies and rules established by the Court. Work involves organizing, directing, coordinating and supervising, directly or through intermediate supervisors, activities of subordinates engaged in the processing of all matters presented to the Court for determination. The Judicial Administrator also manages administrative and operational functions of the Court including budgeting, personnel, payroll, accounting, statistics, financial reporting, jury management, bail bond program, purchasing and property management. Work is performed under the broad direction of the Chief Judge and is reviewed through conferences and written reports and on the basis of results obtained.

Examples of Work:

(A given position may or may not include all of the duties listed. The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

Plans and organizes administrative services; determines organizational and operational requirements. Plans office layouts, space utilization and work flow of administrative activities; directs renovation projects for the Court.

Develops, prepares and monitors the budget and manages other financial control systems.

Directs accounting, personnel, payroll, statistics, purchasing, financial reporting and property management functions.

Develops and implements, with the assistance from the MIS Director, technology applications, including the planning for and purchasing of both software and hardware, to meet the needs of the Court.

Directs employees in the preparation, reproduction and distribution of court orders, directives, administrative publications and reports; directs employees in the identification and evaluation of court record material and in the application of proper record filing and disposition procedures; directs the records management activities of the Court.

Designs and implements case flow management systems to facilitate case processing activities; monitors case progress through computerized tracking system.

Oversees preparation of annual Court calendar for hearings and trials; directs administrative staff in scheduling cases and giving of notice.

Collects statistical data on cases and prepares statistical reports for filing with the Judicial Administrator’s Office of the Supreme Court.

Serves as public information officer.
Directs and evaluates the effectiveness of personnel assignments and operational programs to determine requirements for program modification and personnel training, promotion or reassignment.

Directs, facilitates and oversees formal communication and information dissemination within the Court-utilizing management team for this function where appropriate.

Directs jury management, including but not limited to methods and procedures for selection, summoning and service; estimates numbers of jurors needed; pays jurors; coordinates sequestration of jurors.

Oversees Court services including Court security, court reporting services and clerical services.

Confers with judges, attorneys and public and private agencies to ensure optimum operational services. Prepares for unanticipated demands on Court services.

Plans, organizes and monitors special projects and programs; prepares grant applications for funding and prepares progress reports.

Serves as liaison between the Court and legislative bodies whose actions may impact or be of interest to the Court.

Trains, supervises and mentors to subordinates.

Conducts employee performance evaluations.

**Knowledge, Abilities and Skills:**

Knowledge of the organization, functions, responsibilities, practices and procedures of Louisiana trial courts.

Knowledge of Court rules, processes and procedures, specific to the Court’s area of specialty, such as the Code of Civil Procedure, and the Code of Criminal Procedure.

Knowledge of modern principles and practices of public court administration, including case management and calendaring rules and procedures, as well as jury management practices and procedures.

Knowledge of principles and practices of budget and personnel administration.

Skill in delegating, coordinating, training and mentoring.

Skill in interviewing and listening techniques used in consulting with judges, managers, employees and others in the course of performing job duties.

Ability to work independently with very little direction and to prioritize and manage time well; organize work in order to meet deadlines of multiple projects and achieve desired work results.

Ability to develop, interpret and apply administrative policies and rules to facilitate goals of the Court.
Ability to read, understand and interpret complex legal records and regulatory documents; make work decisions in accordance with laws, regulations and Court policies and procedures.

Ability to develop long and short term plans with associated budgets for effective delivery of Court services.

Ability to organize, direct and coordinate the administrative and operation activities of the Court in a manner conducive to full performance and high morale.

Ability to express ideas and communicate clearly and concisely, both orally and in writing.

Ability to use equipment such as computers, printers, photocopiers, overhead projectors, VCRs etc.

Ability to establish and maintain effective working relationships with judges, other employees, the legal community and the general public.

Ability to exercise independent judgment, recognize potential problems and take action to resolve them quickly.

Ability to maintain the highest standard of integrity and observe confidentiality of all Court matters.

Ability to serve as Secretary of the Building Commission.

**Work Duty Percentages:**

Building Commission/Building Maintenance issues 30%.
People/HR/ Management supervision and hiring of administrative staff 20%.
Employee staffing and management 10%.
Court Operations, including judges’ meetings, preparation 20% daily.
Strategic planning and execution, including long term planning 15%.
General Public interaction/customer service 5%.

**Qualification Requirements:**

A law degree or masters degree from an accredited four-year college or university with major course work in judicial administration, public administration, business administration or a related field and three years related administrative/management experience; or a baccalaureate degree from an accredited four-year college or university with major course work in public administration, business administration or related field and six years of progressively responsible administrative/management experience. Additional supervisory and managerial experience preferred.
ESSENTIAL FUNCTIONS REQUIRED TO PERFORM DUTIES OF JUDICIAL ADMINISTRATOR

In order to comply with the requirements of the Americans with Disabilities Act of 1990, all applicants are asked to read, complete and sign this document.

The Judicial Administrator must be able to do the following. Please place a check mark (✓) beside each item you are able to perform with or without accommodation.

- Read, understand and interpret complex legal records and documents filed with the Court as well as regulatory documents.
- Make work decisions in accordance with laws, regulations, court rules, policies and procedures.
- Work independently with very little direction from the judge except in unique/exceptional situations; prioritize and manage time well; organize work in order to meet deadlines of multiple projects and achieve desired work results.
- Apply knowledge of budgeting and court administration practices and procedures to develop long and short term plans with associated budgets as well as policies and procedures for effective delivery of court services.
- Communicate clearly both orally and in writing.
- Understand and follow instructions (written and verbal) from judges.
- Establish efficient record keeping/management systems for tracking, storage and usage of documents.
- Compose, save, search for and retrieve information using a computer.
- Provide training, direction, mentoring and assistance to subordinate employees and conduct performance evaluations.
- Plan, assign, coordinate and manage work of subordinate employees engaged in a variety of case management, security and administrative activities.
- Analyze work process and recommend changes where needed; recognize potential problems and handle them quickly and effectively.
- Maintain the highest standard of integrity and observe confidentiality of all court matters.
- Operate office equipment such as computers, printers, photocopiers, telephones, fax machines, overhead projectors and VCRs.
- Work a regular Monday through Friday schedule of seven to eight hours and occasional overtime as may be required.

I certify that I am willing and able to perform the above requirements with or without accommodation.

_________________________________________  ______________________________
Signature of Applicant                        Date