



POSITION DESCRIPTION
Human Resources

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| Position Title: | Deputy Trial Court Administrator – 6 th Judicial District |
| Location: | Bannock County |
| Effective Date: | August 2023 |
| Salary Grade/Range: | Pay Grade 17: \$72,533 - \$90,496 |
| FLSA Status: | Exempt - Administrative |
| EEO Job Category: | Professional |

General Position Summary:

The Deputy Trial Court Administrator assists in the performance of executive, administrative, and management functions of the Trial Court Administrator's Office within a judicial district. The Deputy Trial Court Administrator works under the general direction and supervision of the Trial Court Administrator ("TCA") and may serve as Acting TCA in the absence of the TCA.

Major Duties and Responsibilities: (Because of variation among judicial districts, the examples provided are illustrative and do not cover all of the duties which the incumbent of this position may be required to perform.)

- Coordinates court services, including but not limited to, treatment courts, family and children services, court assistance, guardianship and conservatorship, language access, Americans with Disabilities Act access, and mediation services;
- Collaborates with TCA in seeking opportunities to expand the use of technology in the court system and recommends new systems as appropriate;
- Plans, schedules, and makes judicial assignments as directed by the TCA and Administrative District Judge to balance caseloads and to ensure the timely disposition of all matters filed within the Magistrate Division of the Court;
- Plans, schedules, and manages senior judges assigned to the District Court by the Supreme Court and maintains calendar of monthly assistance;
- Coordinates case assignments to visiting judges;
- Evaluates caseloads and makes recommendation regarding efficiencies to the TCA;
- Coordinates judicial recruitment and judicial performance evaluation for the district magistrates commission;
- Provides information and guidance to court staff in compliance with Court Administrative Rules, and statutes;
- Assists the TCA with budgeting and monitoring expenses for each county within the district;
- Acts as department contact on Odyssey issues affecting TCA and district county agencies;
- Evaluates case assignment practices to assure effective utilization of retired and visiting judge resources;
- Coordinates with the TCA to ensure that adequate, secure, and accessible facilities are available for court operations and services;
- Provides the TCA with recommendations regarding public outreach opportunities;
- Provides the TCA with recommendations regarding short-range and long-range goals and objectives;
- Develops and recommends policies and procedures relating to the District Court;
- Performs other duties as assigned.

Minimum Qualifications:

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

Education and Experience:

- A bachelor's degree in political science, public or business administration, other degree similarly related to court administration or related field OR a certificate from the Institute of Court Management; preference may be given to candidates with a juris doctorate, Master's degree in public administration or business administration, or a Fellow from the Institute of Court Management;
- A minimum of 5 years of progressively responsible experience working in court management, judicial administration or a related field with responsibilities including implementation and oversight of programs; preference may be given to candidates with prior court administration experience and/or with supervisory experience.

Knowledge, Skills, and Abilities:

- Knowledge of court systems, procedures, and services;
- Knowledge of scheduling concepts and tools;
- Knowledge of quality management and process improvement principles and practices;
- Knowledge of supervision and personnel management principles and practices;
- Knowledge of state and local political systems and processes;
- Knowledge of public sector budgeting and financial management processes;
- Knowledge of case management and court technology;
- Skill in working effectively with individuals from diverse cultural, educational, and socio-economic backgrounds;
- Skill in expressing ideas and communicating suggestions and recommendations clearly and concisely, both verbally and in writing;
- Skill in establishing and maintaining effective and cooperative working relationships with judges, court staff, county officials, members of the legal community, state and county agencies, and others;
- Skill in analyzing complex issues and data and recommending alternative courses of action;
- Skill in planning and prioritizing work responsibilities to meet deadlines and achieve desired work results;
- Skill in identifying situations where additional guidance is needed;
- Ability to set up and track outcome measurements;
- Ability to interpret and apply state statutes;
- Ability to exercise good judgement, maintain confidentiality, and work independently with very little direction;
- Ability to conduct program planning, development, implementation, and evaluation;
- Ability to provide facilitation and support to multidisciplinary planning and program oversight committees;
- Ability to assist with developing a budget, monitor expenditures, and apply for and manage grants;
- Ability to provide leadership to staff through effective coaching and supervision;
- Ability to interpret and explain complex information in an understandable manner;
- Ability to interpret and make decisions in accordance with laws, regulations and established policies;
- Ability to exercise tact and discretion in obtaining cooperation of others;
- Ability to maintain cooperative working relationships with employees, government officials and the public;
- Ability to present informational material in a public forum; and
- Ability to travel throughout the judicial district and engage in statewide travel several times annually.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.

Adopted: 4/2022 sg