

# JACKSON COUNTY

## DEPUTY COURT ADMINISTRATOR

### General Summary

Under the supervision of the District Court Administrator, assists in the administration of the non-judicial functions of the District Court. Serves as direct supervisor of designated Court areas and assists in personnel management activities of the Court. Assists in budget planning and administration and oversees the Court's accounting system. Researches, analyzes, and makes recommendations on Court procedures and policies in a variety of Court operational areas.

### Essential Functions

1. Assists in the personnel management activities of the Court, including participating in employment interviewing, reference checking and other aspects of the employment process, conducting performance evaluations of Court managers, judicial staff, and other designated staff, scheduling and approving time off for judicial and other designated staff, and assisting with training, employee relations, and related activities.
2. Supervises designated areas of the Court including collections and assists in supervising judicial staff, Court officers, and other designated areas of the Court.
3. Assists in fiscal management of the Court, includes assisting in planning and drafting the Court budget and administering assigned line items of the approved budget. Purchases items in assigned areas and reviews invoices for the Court to ensure proper authorization and supporting documentation.
4. Oversees and participates in the accounting system of the Court, including maintaining and balancing a number of accounts, coordinating the bookkeeping activities with the data processing system, preparing financial summaries and overseeing or making revenue transmittals.
5. Researches and analyzes Court systems and operations, such as caseload management processes, makes recommendation on modifications and drafts corresponding procedural and policy revisions.
6. Oversees the Court's record management system and assists the Administrator in procedural revisions to achieve greater efficiency and ensure compliance with Court rules.
7. Assists in the researching and drafting and revision of Court operating policies.

8. Assists with public relations activities of the Court including responding to media requests for information, preparing press releases, and representing the Court on various intergovernmental committees and boards.
9. Investigates and responds to citizen complaints regarding Court operations and/or staff.
10. Assists with researching, planning and implementation of technological and equipment changes of the Court.
11. Assists in the research, planning, and analysis of space and facilities management.
12. Acts for the Court Administrator in the absence of that individual.

### Other Functions

13. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Equivalent of a Bachelors Degree in business administration, public administration, or other area related to court administration.

**Experience:** Three years of progressively more responsible administrative/legal experience, at least two of which in a supervisory capacity in a court or closely related setting and/or obtainment of an advanced degree (Masters).

### **Other Requirements:**

**FLSA Status:** Exempt.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Ability to access office files.

Ability to access all areas of the Court.

**Working Conditions:**

Exposure to persons charged and/or convicted of criminal offenses.  
Typically works in an office setting.

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Human Resources

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Dept. Head