

Champaign County Job Description

Job Title: Court Administrator

Department: Circuit Court

Reports to: Presiding Judge

FLSA Status: Exempt

Grade Range: L

Prepared Date: August, 2009

SUMMARY Administers the non-judicial operations of the Circuit Court including direct supervision of non-judicial personnel within the Circuit Court and the Director of Court Services; Court-related budget management; and coordination of the Court's daily administrative affairs. Coordinates operations between the Circuit Court, the Department of Court Services, the Public Defender's Office and other related departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops long-range goals and objectives to improve the Circuit Court operations. This position conducts ongoing studies to determine and identify needs, organization, systems, and procedures to increase the effectiveness of the Court's administration. This position reports findings and recommendations for implementation.

Recruits, trains and supervises non-judicial Court personnel. Administers personnel policies and procedures as applicable to non-judicial employees.

Develops, recommends, and administers the annual budgets for the Court. This includes monitoring revenues and approval of expenditures, and development of the capital development budget reflecting long-term equipment and automation needs of the Court.

Serves as liaison between the Presiding Judge, County Board, County Administrator, Director of Court Services, Circuit Clerk, State's Attorney, Public Defender, the Administrative Office of Illinois Courts, local bar associations, local government offices and the public.

Serves as representative of the Court in non-policy public information programs, press releases, and other related media events.

Monitors current, newly adopted, and proposed legislation that may affect the Courts.

Represents the Chief Judge of the Sixth Judicial Circuit and the Presiding Judge in labor negotiations and in communications regarding labor matters with the bargaining agents representing Court personnel.

Administers the development and implementation of the Integrated Justice Information System and other aspects of Court technology as they relate to and affect Court operation.

SUPERVISORY RESPONSIBILITIES Responsible for the overall direction, coordination and evaluation of all non-judicial Circuit Court, Department of Court Services and Court Reporting Services personnel. Directly supervises the Director of Court Services, the Court Reporting Supervisor, Court Clerks, the Law Library Clerk, Jury Commissioners and Circuit Court Administrative Personnel. Indirectly supervises Court Reporting Services and Department of Court Services personnel. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Minimum of a four-year degree from an accredited college or university in business, public administration or accounting. A minimum of five years in private or public employment in positions requiring the planning and execution of administrative operations, budgeting and control of revenue and expenditures and/or an equivalent combination of training and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, public officials, and the general public.

MATHEMATICAL SKILLS Above average knowledge of mathematics required. Understanding and explaining the methodology of how budgeting and operating expenses are established for County government is primary.

REASONING ABILITY Requires an understanding of Court administration, automated record keeping systems and other new technologies. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Current driver's license.

PHYSICAL DEMANDS While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; talk; or hear; and taste; or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The noise level in the work environment is usually quiet.