# Court Administrator

**Grade: 9**

**FLSA: Exempt**

**Date: 02/18**

**Job Summary:** Provides general administrative services to the Circuit Court; performs other duties as assigned.

**Essential Functions:**

1. Provides administrative support to the Circuit Court, including but not limited to sensitive personnel matters, departmental projects, and Administrative Judge action item requests;
2. Formulates and submits to the Administrative Judge recommendations for improvement of the judicial system;
3. Collects and compiles statistical data and other information on work of all offices related to and serving Circuit Court and transmits this material to the Administrative Judge;
4. Examines administrative and business methods and systems employed in the offices related to and serving the court for possible improvements;
5. Ensures internal support services for the Circuit Court through data processing, inventory, financial, and secretarial tasks;
6. Assists in personnel management of Circuit Court staff including, but not limited to, maintenance of personnel records; preparation of timesheets and other relevant payroll functions; processing travel and training requests; and initiation of performance evaluations for clerical staff;
7. Examines the condition of the dockets and the practices and procedures of the court and makes recommendations for their future operations;
8. Performs fiscal duties to include budget preparation; procurement of equipment and supplies; and accounts payable/receivable for the maintenance and operation of the Court as directed by the Administrative Judge;
9. Collects and compiles statistical data and other information on the expenditures and receipts of the court and makes periodic reports of this information to the judges;
10. Consults with and assist officers and employees of the court;
11. Collaborates on preparations and publications for the report on activities of Circuit Court;
12. Serves as a liaison for the Department, maintaining frequent contact with the general public, elected officials, and other County agencies/departments;
13. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Ability to gain knowledge of the judicial system;
4. Ability to effectively communicate with other staff, judges, attorneys, and members of the public;
5. Ability to schedule, monitor, and evaluate the work of assigned staff;
6. Ability to use available resources to research information;
7. Ability to apply departmental policies and procedures to daily work tasks;
8. Ability to work independently on tasks and maintain accurate records;
9. Ability to operate relevant computer systems, including hardware and software, and simple office machines;
10. Effective business English, grammar and math skills;
11. Excellent communications and analytical skills.

**Education and Experience:**

1. Associate’s degree;
2. Three or more years business administrative or office management experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circuit Court Judge Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date