

ASSISTANT COURT ADMINISTRATOR

CODES/PAY RANGE

Class Code: 1013 EEO Code: A FLSA: E Pay Range: D

MAJOR FUNCTION

Highly responsible management work assisting with administration of Circuit and County Court activities for the Seventh Judicial Circuit of Florida.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Assists Trial Court Administrator and Chief Judge in organization, development and implementation of various circuit court programs.

Supervises managerial, professional and support staff in court administration.

Monitors performance of court programs to assure compliance with court policy and procedures.

Conducts research for the Chief Judge and Trial Court Administrator such as studies for improvement of court operations, case management and the implementation of laws, policies and state or federal regulations.

Exercises independent judgement and discretion and maintains confidentiality with sensitive issues.

Performs other duties as assigned by the Trial Court Administrator.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Florida State Courts System, trial court process and justice system. Knowledge of the principles of public and business administration and personnel administration.

Ability to communicate effectively and work independently. Ability to conduct research and implement improvements to the court system. Ability to analyze statistical and programmatic data. Ability to prepare and present comprehensive reports to judges, state court systems managers, elected officials, and law enforcement officials.

(Assistant Court Administrator continued)

MINIMUM QUALIFICATIONS

Bachelor's degree in Judicial Administration, Public Administration, Business Administration, Criminology, or related field and five (5) years experience in court administration, executive management, or budget and fiscal planning, two (2) years of which were in a supervisory capacity.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to see, talk.

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; memos, instructions, manuals. Ability to write complex business letters, reports, evaluations, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman; conversant in theory and practices of discipline; public speaking. Ability to perform general mathematical functions.

Environmental Demands: Inside work.

Revised 12/02
Revised 10/97
Replaces/Retitled 10/94