

COURT ADMINISTRATOR

Code No.: 6-03-044
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for ensuring the smooth operations of a court and establishing and maintaining daily operating procedures. Duties involve supervising court clerical staff, evaluating information technology systems, court caseload management, research and court staff support. Duties also involve handling court financial transactions including, but not limited to, receiving and documenting bail and fine monies, issuing receipts, and making deposits in various accounts and covering court proceedings when clerical staff is not available. The employee reports directly to, and works under the general supervision of the Town Supervisor or other higher level staff member. General supervision is exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Responds to incoming inquiries via telephone and electronic mail from residents, defendants and police agencies;

Develops annual budget for the court system;

Receives, documents, balances, and deposits cash accounts for bail and fine accounts;

Recruits, selects, trains and develops court staff and facilitates personnel matters for judicial staff;

Acts as an intergovernmental liaison to other governmental agencies and departments to promote collaboration, integration of systems, and facilitation of change;

Evaluates information technology systems to expand capacity of the court system including the use of personal computers to navigate on-line information systems, enhance access to data, images and other files, assess emerging technologies for video and telecommunication systems, multi-media tools and other related systems to improve the performance of courts;

Reviews and makes determinations regarding Freedom of Information Law (FOIL) requests;

Balance monthly state audit reports for each Judge;

Schedules and organizes documentation for annual audits;

Covers court proceedings when clerical staff is not available;

Attends monthly staff meetings, town board meetings and workshops and assembles related documentation for these meetings;

Writes narrative reports including, but not limited to, Justice Court reports, reports to State agencies on received bail money, annual reports, and status reports;

Assists Judges in night court by evaluating pending caseloads, developing and implementing systems (both automated and procedural) that support effective calendar management and ensure case backgrounds are present and complete;

Serves as bailiff in jury trials;

Schedules bailiff and clerical staff work periods;

Maintains payroll records for justice staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of courtroom practices and procedures; good knowledge of account keeping and bookkeeping; good knowledge of effective record keeping procedures; good knowledge of techniques used in budget preparation; supervisory ability; ability to establish and maintain effective professional relationships; ability to organize material, write narrative reports and correspondence, and create financial reports; ability to overcome conflict through problem solving; ability to evaluate computer systems/software in order to improve processes and efficiencies of the courts; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience in court administration, or office management in a legal office such as a district attorney's, public defender's, or law office; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience in court administration, or office management in a legal office such as a district attorney's, public defender's, or law office; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience in court administration, or office management in a legal office such as a district attorney's, public defender's, or law office; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: April 14, 1983

REVISED: March 5, 2015