



Tazewell County Administration Office Job Description

Job Title: Court Administrator
Department: Courts
Reports To: Presiding Judge of Tazewell County
FLSA Status: Exempt
Grade: 14
Prepared: July 11, 2018

JOB SUMMARY

This position provides all administrative functions of the judicial branch. It requires professionalism, trustworthiness and discretion in the handling of confidential matters pending before the courts, or being addressed by the judiciary. This position is both administrative and managerial in nature. The duties include coordination and integration of the six courtrooms, coordinating of court personnel and physical resources to meet the needs of each courtroom and judge; scheduling and management of courthouse improvement and maintenance to public access areas and courtrooms so as to avoid disruption of court proceedings; and meeting the assigned tasks of the Presiding Judge and other judges. This position also provides, administers and monitors the use of the law library and supervises the part-time law librarian. It also provides docket and scheduling information to the media and the public. This position coordinates the scheduling of judges for emergency hearings and weekend duty, coverage of dockets if a judge is unavailable, and coordinates functions pertaining to all courthouse weddings and judicial ceremonies. This position is also responsible for the courts operating budget of approximately \$200,000. All of these duties are essentially independent of supervision.

JOB DUTIES AND RESPONSIBILITIES: Includes the following. (Other duties may be assigned to meet the business needs)

- Maintain, administer and monitor use of law library and self-help center and supervise the part time law librarian; knowledge of websites used, vendors and the budget of the law library.
- Ability to handle and mediate differences to assure smooth operation of the courts.
- To assist and instruct the public as necessary.
- Ensure that all judicial functions of the courts operate efficiently.

- To budget and coordinate all administrative functions of the courts.
- Development and management of \$200,000 budget.
- Coordinate and manage the foreclosure sales program.
- Provide oversight and supervision of Jury Commission staff on behalf of Presiding Judge.
- Familiarize self of the Emergency Preparedness Plan for the Courthouse per a Supreme Court mandate and update it yearly.
- Serve as disability coordinator for the courts - scheduling translators and interpreters for court.
- Serve as media coordinator for the courts - coordinate and assure compliance with court policies on media access to courtrooms.
- Serve as officer on Tazewell Courts Access to Justice Committee - working in conjunction with Prairie State Legal Services and Tazewell County attorneys to provide low income individuals with legal representation.

SUPERVISORY RESPONSIBILITIES

Supervises the part-time Law Librarian. Supervisor duties include plan and schedule work, assign work, check and approve work, make recommendation regarding employee job performance, conduct performance evaluation, make hiring recommendations, participate in final decision on hiring with Presiding Judge and recommend salary adjustment.

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 EXPERIENCE REQUIREMENTS:

Bachelor's degree in Administration, Management or Finance preferred, or minimum of five (5) years progressive experience in Administration, Management or Finance.

Must have extensive knowledge of government functions, legal terminology and current court management principles and practices.

Knowledge of financial and management concepts.

Exceptional interpersonal skills.

Ability to multitask in an environment with distractions and interruptions.

Ability to prioritize workload for both internal stakeholders (State's Attorney's office, Circuit Clerks office, Sheriff's Office, court reporters, etc.) and external agencies.

TECHNICAL SKILLS

Proficiency with Microsoft software products, including Excel, Word, Power Point, and Mail, etc.; knowledge of database management; ability to operate various equipment (personal computer, copy machine, fax machine, multi-line phone, calculator, printers, etc.); ability to perform mathematical calculations such as proportions and percentages; high level of interpersonal skills to handle sensitive and confidential situations and documentation.

Problem solving skills, analytical skills and effective organizational skills are essential to this position.

Ability to use independent judgment in problem solving.

Ability to maintain confidentiality due to the sensitive and confidential issues handled by the Courts.

CERTIFICATES, LICENSES, REGISTRATIONS

As required.

PHYSICAL REQUIREMENTS:

Ability to sit and stand for various periods of time.

Ability to engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, fingering, grasping, and feeling; some of which may be repetitive.

Must have hearing and speaking ability sufficient to carry on conversation with other individuals in person and over the telephone. Visual ability sufficient to read and complete written correspondence and computer screen information.

Exerts up to 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must be able to perform complex tasks requiring knowledge and its application to non-routine situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud depending on the number of cases and people in the courthouse.

The above statements are intended only to describe the general nature of the job, and should not be construed as an all-inclusive list of position responsibilities. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief.