



## **Court Administrator, State Court (1123)**

**FLSA Status:** Exempt

**Pay Grade:** 15

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to oversee the administrative functions of the State Court of Bulloch County and to coordinate the activities of the various agencies that participate in Court functions, including the Solicitor General, Clerk, Sheriff, Public Defender's Office, County Attorney and various other law enforcement agencies.

### **Typical Duties**

Manages daily operations of State Court Judge's office to facilitate proper court administration: assists Judge with legal documents and research; prepares and maintains calendars; coordinates the calling of required jurors; coordinates with law enforcement for the attendance of inmates; makes accommodations for media when necessary; and assists Judge, attorneys, and internal and external customers with courtroom proceedings as needed.

Coordinates the judicial schedule: monitors cases filed with State Court; prepares dockets; schedules cases for trial; creates, maintains and distributes calendar; verifies holidays and includes trials, motions and hearings; prepares and mails notices for calendar to all involved parties; interacts with parties regarding scheduling issues or conflicts; and appears in Court for arraignment and calendar call.

Serves as liaison between Judge and attorneys, staff, litigants, other departments/agencies, and the general public: provides information regarding Court calendar and proceedings; responds to mail, email and phone calls; ensures that standing orders and directives on the operations of the Court are communicated with and understood by the various agencies; and maintains high visibility and confidentiality.

Relieves Judge of routine administrative tasks: greets and directs visitors; screens telephone calls, mail, and other communications and initiates appropriate action/response; records dictation; types, composes, edits, and proofreads correspondence on behalf of Judge; records and/or transcribes correspondence, statements, minutes, or other information; and keeps Judge informed of significant matters, messages, documentation, or other information.

Serves as the administrator of the Court's website; updates information on calendars, dockets and jury notices.

Assists the Judge in courtroom activities: completes all Department of Driver Services' notifications and documents; and provides detail assistance to the Judge during Court sessions.

Manages the day-to-day office administration: maintains inventory of equipment and supplies; creates and submits work orders for routine repairs and maintenance; processes invoices and purchase requests; and maintains Court files and documentation in accordance with records retention laws and regulations.

Performs other related duties as required.

## Minimum Qualifications

High school diploma or GED required, supplemented by vocational or technical training in administrative services or a related field; supplemented by two years of experience in court operations and administrative support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## Performance Aptitudes

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA Compliance

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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