



Greene County Position Description



Position Title: Court Administrator	Department: Circuit Court, 31 st District
Reports to: Presiding Judge/Court <i>en banc</i>	Grade: 21
Date Revised: December 2024	FLSA: Exempt

Purpose of Position

The purpose of this newly created position is to plan, organize, direct, coordinate, and monitor the activities of the Court and its support personnel. The work is performed under the general direction of the Presiding Judge and the Court *en banc* and is reviewed on the basis of conferences, written reports, and work results.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Ensure all court operations are efficient and ethical.

Assist in formulating and implementing court policy and procedure.

Review and evaluate new court rules and statutes that affect court programs, functions, and responsibilities.

Review organization structure, methods and procedure, case flow, records management, and space and equipment utilization.

Prepare oral and written reports of findings and make recommendations for change or improvement in policies and/or procedures to effect positive change.

Oversee the recruitment, supervision, and payroll processing for Court Bailiffs, and establish the procedural framework for Bailiff courtroom operations.

Manage and support the Treatment Court, PC Maintenance Technician, and Court IT Manager.

Work with the Court to develop resources necessary to achieve the Court’s goals and objectives.

Provide direct and indirect assistance to the Court *en banc* and its subcommittees and work in a strong and constructive collaboration with other state and local entities and persons involved with the court system.

Respond to complaints from the public, law enforcement personnel, attorneys, and other individuals who contact the court.

Oversees Circuit Court budget, including planning, preparing, and administering.

Perform necessary purchasing procedures for the acquisition of goods and services for the Circuit Court.

Minimum Training and Experience Required to Perform Essential Job Functions

A Juris Doctorate or Master's degree in Public Administration, Business Administration, or Legal Studies or its equivalent is preferred but not required. Experience working in or for a court system is preferred. Ten years of management/administrative experience, including five years of government related management, is preferred but not required. Some management experience should have been acquired in a large organization.

Extensive knowledge of administrative functions and areas including, but not limited to: fiscal, records management, human resources, and information systems.

Extensive knowledge and ability in administrative techniques including: management, organization, budgeting, and staffing principles.

Ability to analyze problems, formulate recommendations and solutions, provide and demonstrate strong leadership, handle change management, exhibit strong teamwork skills, work well under pressure, and meet multiple and conflicting time constraints and deadlines.

Strong written, verbal, and interpersonal communication skills are required.

Ability to organize, direct, and coordinate administrative activities in a manner conducive to full productivity and make sound decisions in accordance with laws, regulations, and Court rules, policies, and procedures.

Knowledge and understanding of computer software systems specifically designed for court document management or similar court-related software.

Knowledge of trial court operations, experience in Missouri courts, and experience with identifying and obtaining grant funding is preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to perform supervisory responsibilities such as, but not limited to: instruct, plan, assign, and review the work of others, coordinate leave, allocate personnel, and act on employee problems.

Ability to maintain and improve interaction with Judges, the public, agencies, and community groups.

Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria in order to determine consequences and to identify and select alternatives.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as summons, juror lists, directories, budget, billing statements, jury activity reports, court calendars, juror orientation materials service certificates, payroll reports, requisition forms, expense reports, computer software operation manuals, court policies, statutes, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with Judges, attorneys, law enforcement personnel, Juvenile Officer and Deputies, court support personnel, clients, Family Services personnel, mental health personnel, medical personnel, school personnel, victim/witness advocates, and client family members.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.

Must be able to multi-task, work under pressure, and meet multiple deadlines.

Physical Requirements

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, and pulling up to 50 pounds. The ability to sit and stand for extended periods of time.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as violence, irate individuals, and intimidation may cause discomfort and poses a risk of injury.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), 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.

Employee's Signature

Date

Supervisor's Signature

Date

Last Updated: 12/6/2024

Essential duties and minimum qualifications updated