

DEPUTY COURT ADMINISTRATOR

GENERAL DEFINITION OF WORK

Under the direction of the County Administrative Judge and the Court Administrator, the Deputy Court Administrator is responsible for assisting the Court Administrator in managing and directing all aspects of court operations and administrative support activities for the Circuit Court for Allegany County.

ESSENTIAL TASKS

(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 to the position.)

Act on behalf of the Court Administrator by assignment or delegation in the Court Administrator's absence; assist in scheduling and tracking all civil cases; participate in personnel activities such as recruit, train, and supervise non-judicial Court personnel; assist in administering personnel policies and procedures as applicable to non-judicial employees; investigate problems that affect case flow and recommend corrective measures; help to develop, recommend, and administer the annual budget for the Court, including identification of sources and preparation of proposals for grant funding for special projects.

Serve as liaison between the Court Administrator, Administrative Judge, County Administrative Offices, Circuit Clerk, State's Attorney, Public Defender, the Administrative Office of the Courts, other government offices, and the public.

Assist the Court Administrator in developing long-range goals and objectives to improve the Circuit Court operations; conducting ongoing studies to determine and identify needs, organization, systems, and procedures to increase the effectiveness of the Court's administration; reporting findings and recommendations for implementation.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of supervision, personnel administration, budget and grant application management, coordinates ADA and language interpreter requests and case flow management support.

Ability to: Perform a broad range of supervisory responsibilities over others; Plan and conduct studies designed to improve the management of Court functions; work cooperatively with the judiciary, Court staff, members of the Bar, other local, State and federal agencies, the media, and the public; communicate orally with customers, co-workers, and the public in face-to-face in one-to-one settings and using a telephone; produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar; conceptualize and provide requirement statement for automation of Court business systems; comprehend and make inferences from written materials; maintain effectiveness under stressful conditions; work safely without presenting a direct threat to self or others.

EDUCATION AND EXPERIENCE

Associates Degree from an accredited college or university in court, judicial, business, and/or public administration, or closely related field. A minimum of three years in private or public employment in positions requiring the planning and execution of administrative operations, budgeting, and control of revenue and expenditures, including two years of responsible supervisory experience.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to: personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, or pulling.

SPECIAL REQUIREMENTS

Valid driver's license.

The County Administrative Judge will be the principal hiring officer.

Exempt.

11/2022

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.