

LANCASTER COUNTY
DISTRICT COURT ADMINISTRATOR

NATURE OF WORK

This is highly responsible work participating in the overall direction and coordination of the District Court functions.

Work involves responsibility for facilitating District Court management by performing a variety of administrative responsibilities. Work includes developing improved methods and procedures for District Court operations; participating in the preparation and administration of the District Court's annual budget; and overseeing the direction of the work of all District Court personnel. General supervision is received from the District Court Judges with work being reviewed in the form of conferences, written reports and results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Interview, hire and evaluate subordinate staff; organize and assign work to subordinate staff members; enforce personnel and administrative procedures.

Administer the personnel system within the department including payroll preparation; policy development and guidance; and the maintenance of the court personnel systems.

Compile and calculate data in the preparation and administration of the annual budget; manage and oversee the District Court's automated system, web site and interfaces of the case information system.

Provide oversight of case-management reports, creation of case-management reporting tools, and dissemination of caseload reports to judges and court personnel.

Serve as *ex officio* member of all District Court committees and as recording secretary at all judges' meetings as directed by the judges; maintain judges' meeting minutes and administrative orders of the District Court.

May serve as reporter for the District Court Rules Committee.

Serve as the District Court's principal liaison with all local, county, and state departments and agencies, including state and local bar associations, community groups, and the general public.

Serve as the District Courts Public Information Officer for local print and broadcast media and educational institutions.

Coordinates all technology issues with Information Services and provides user support as necessary.

Perform other administrative duties as designated by the District Court, or the Presiding Judge.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principals of management, organizational structure and employee development.

Considerable knowledge of organizational and administrative policies and procedures.

Considerable knowledge of technology and automated systems.

Ability to establish and maintain effective working relationships with governmental officials, other employees, and the general public.

Ability to communicate effectively orally and in writing.

Ability to organize, direct, coordinate and supervise the activities of subordinate staff.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, criminal justice and four years of experience in public service, government or business with six months of experience in a court, legal or criminal justice environment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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