

COURTS MANAGER

DEFINITION

Under general direction of the Clerk of Courts, manages the daily operation of circuit court related administrative functions including the implementation of court orders and maintenance of court records; provides first-line personnel supervision; develops, implements and evaluates office management policies and procedures; performs related work as required including being assigned to any office administrative area under the Clerk of Courts jurisdiction.

EXAMPLES OF DUTIES

Manages the processing and maintenance of court records including court documents and files as well as the retention of court records; develops and maintains office operational policies and procedures; may supervise the accounting of fines, bails, forfeitures, and other payments made to or through the courts; in cooperation with relevant state and county personnel, may facilitate the implementation and modification of court related technological projects; either directly performs or effectively recommends personnel actions including hiring, transfer, promotion, discipline and adjustment of grievances; provides employee development including training and performance evaluations and assigns work; and may be a back-up for other Courts Managers and/or act as a departmental spokesperson.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation and four years of administrative experience including two years in the supervision or lead work of a legal or court related office setting. Two years of college level course work in business administration, computer science, accounting or closely related field may be substituted for one year of the required administrative experience excluding the supervisory/lead work element. Additional credit will be awarded for training and/or experience in court or legal records management and court related procedures.

Knowledge, Skills and Abilities: Thorough knowledge of modern office management techniques and principles of effective supervision; knowledge of automated record keeping techniques; knowledge of court or legal processes and procedures; possession of effective oral and written communication skills; ability to interpret laws and complex court orders; ability to implement improved records management procedures and technologies; ability to interact effectively with employees, officials and the general public.