



JOB POSTING

Job Title	Court Administrator
Location/Department	Court Administration
Supervisor	Presiding Judge/Board of Judges
Salary & Benefits	Base Salary: \$75,000.00 Full-Time Position – 32.5 hours per week (on-call 24/7) Health, Vision, Dental Insurance PERF PTO (paid time off)
To Apply	Please drop off completed applications to: Delaware County Human Resources Department 100 W. Main St. Room 300 Muncie, IN 47305 <u>A copy of the application and resumé must also be submitted to:</u> Judge Judi Calhoun, Presiding Judge Delaware County Court # 1 3100 S. Tillotson Ave., Ste. 140 Muncie, IN 47302
Application Deadline	Applications will be accepted until position is filled



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Court Administrator	
Department: Circuit Courts	Position Fund Account No.:
Division: Court Administration	Job Category: EXE
Work Schedule: 8:30 a.m. - 4:00 p.m., M-F	Job Grade:
Reports to: Presiding Judge	Status: Full-time
FLSA Status: Exempt	Effective Date: Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Court Administrator for the Circuit Courts of Delaware County, responsible for overseeing operations of the Court Administration office.

DUTIES:

Supervises and directs assigned staff, including interviewing candidates for job openings, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, motivating assigned staff, determining significant changes in responsibilities, recommending personnel actions, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.

Assists Board of Judges as requested, including but not limited to preparing correspondence, attending Council and Commissioner meetings, and serving as liaison with Clerk's office.

Coordinates Alternative Dispute Resolution Project, including maintaining plan and eligibility requirements, preparing documentation and applications, screening applicants, referring cases to mediator, and preparing required annual reports.

Maintains documents for Self Help Legal Center, including assisting with creating and updating documents, scheduling attorneys to volunteer in Center, maintaining equipment, and assisting the public.

Troubleshoots court recording equipment before and during court sessions and maintains computer and scanner equipment, resolving issues or contacting service vendors for assistance.

Prepares proposed local rules for signature, including ensuring preparation is compliant with statutory procedures, coordinating posting of proposed rules with Clerk, and distributing proposed rules to Indiana Office of Court Services.

Prepares and manages work service records and timesheets, including distributing to court personnel and retaining records for audit purposes.

Supervises jury management procedures, ensuring accuracy and timeliness of quarterly jury lists for Indiana Supreme Court and Delaware County Circuit Courts.

Writes and submits grant applications, including preparing required reports and records for active grants.

Prepares and submits payroll for court staff and Court Administration Office, maintaining accurate payroll information and records.

Prepares and coordinates Delaware County Circuit Courts budget, including preparing and presenting budget requests to County Council, monitoring current budgets, preparing and submitting transfer or appropriation requests.

Assesses case flow and workload distribution to the Circuit Court divisions, providing supplemental staff when needed. Compiles statistical information regarding caseloads and case movements. Makes proposals to Indiana Supreme Court regarding modifications to caseload allocations.

Prepares and submits various reports to Indiana Office of Court Services, including Expenditure Reports and Quarterly Statistical Reports.

Maintains various plans for the courts as required by Indiana Office of Court Services, including but not limited to Continuity of Operations Plan and Language Access Plan.

Attends Board of Judges and Security Committee meetings, including preparing agenda and meeting minutes.

Answers telephone, responding to inquiries, providing information, taking messages, and transferring calls.

Maintains and updates court website as needed.

Responds to emergencies on a 24-hr basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in legal administration or equivalent combination of education and previous work experience.

Ability to meet all hiring and retention requirements, including passage of a drug test and skills test.

Practical knowledge of court processes and procedures, case flow management techniques, legal terminology and concepts, and the goals and objectives of the Department with ability to oversee court administration and provide administrative support.

Practical knowledge of budget process and basic accounting practices with ability to prepare and submit payroll, coordinate budgets, maintain accurate and complete records, and file reports as required.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, documentation, and reports as required.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to effectively supervise and direct assigned staff, including interviewing candidates for job openings, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, motivating assigned staff, determining significant changes in responsibilities, recommending personnel actions, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, other county courts, Clerk's office, service vendors, County Commissioners, County Council, interns, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Shall comply with employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to compile, collate, and classify data.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place, make determinations, and act based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, work under time pressure, work rapidly for long periods, and on several tasks at the same time.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to regularly work extended and evening hours and occasionally work weekends and travel out of town for conferences, sometimes overnight.

Ability to respond to emergencies on a 24-hr basis.

II. DIFFICULTY OF WORK:

Incumbent performs a variety of duties which are broad in scope and involve many variables and considerations. Incumbent operates within well-established government regulations and County policies, exercising independent judgment in case flow management, budget transfers and appropriations, and Department operations. Work is primarily reviewed for compliance with legal requirements.

III. RESPONSIBILITY:

Incumbent provides a major contribution to the development, administration, and implementation of court operations. Incumbent develops own objectives for areas of responsibility, establishes major administrative Departmental policies, procedures, and performance standards, and is accountable for Department results. Incumbent regularly makes decisions in absence of policy and decisions have a substantial impact on departmental operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, other county courts, Clerk's office, service vendors, County Commissioners, County Council, interns, and the public, for the purposes of giving and receiving information, supervising and directing assigned personnel, and explaining and interpreting policies and procedures.

Incumbent reports directly to Presiding Judge.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, keyboarding, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate or hostile individuals.

Incumbent is regularly required to work extended and evening hours and occasionally required to work weekends and travel out of town for conferences, sometimes overnight. Incumbent is regularly required to respond to emergencies on a 24-hr basis.

VI. OTHER:

The Court Administrator position is an appointed position of the Judges. Specific job duties and job requirements are established at the discretion of the Judges. A person appointed to the Court Administrator position serves at the pleasure of the Judges and may be terminated by the Judges at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Court Administrator for the Circuit Courts of Delaware County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor