

# Circuit Court of Missouri

## Thirteenth Judicial Circuit



### JOB DESCRIPTION

**Position:** Deputy Court Administrator  State  County  
**Department:** Court Administration  
**Reports to:** Court Administrator  
**Position Status:** Regular, Full-time **Exemption Status:** Exempt - 0  
**Salary Range:** \$64,646 - \$68,681 (Range 55) **Last Revised:** 9/6/18

#### Definition of Work:

This is complex and varied professional legal and managerial work in providing support to judges, commissioners, administrators and staff of the court. Work includes monitoring and support of programs of the court as assigned; analyzing statutes and cases as they pertain to the court; responding to questions regarding court rules and procedures; assisting in the administration of the court's personnel system; and serving as the court's ADA coordinator.

Work is performed under the general supervision of the court administrator and is reviewed through conferences and written reports.

#### Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Provide assistance to the court administrator as requested.
- Provide assistance to court departments, as directed by the court administrator.
- Assist in screening applicant resumes, assist in staff interviewing and hiring of job candidates, review position responsibilities and identify recommended changes in job responsibilities.
- Monitor changes in, and analyze, legislation, case law and court rules, and advise the court en banc of changes which affect the functions of the court. Prepare memoranda of law as requested.
- Analyze and research administrative policy issues. Identify policy problem areas and develop strategic solutions to problems. Develop policy recommendations and draft orders, court rules, and personnel policies as necessary.
- Review contracts, and monitor contract renewal dates. Review and draft applications for grants, and monitor grant compliance.
- Provide assistance in the preparation of the court's annual budget and monitor the Family Services and Justice Funds and the Law Library Funds.

- Maintain the law library for the Boone County Courthouse.
- Serve as ADA coordinator for the court. Investigate complaints, and monitor court facilities for accessibility issues.
- Serve as a contact person for issues involving harassment. Chair the Sexual Harassment Policy Advisory Committee, provide annual employee training on the court's sexual harassment policy, and investigate complaints of harassment.
- Serve as contact person for the court's contract guardians ad litem and indigent parent attorneys, monitor annual contract renewals; develop and implement annual training.
- Serve as contact person for the court's mediation program; accept and process applications and maintain list of approved mediators; develop and implement annual training.
- Administer the court's drug testing policy. Act as liaison between the court and the testing facility for issues regarding testing procedures and billing. Implement quarterly random drug testing program.
- Work with the clerks' offices to respond to Sunshine Law requests.
- Serve as contact person for issues regarding the provision of interpreters for parties and jurors.
- Serve as court liaison to the Focus on Kids Parent Education Program. Ensure that contracts are updated and renewed annually. Monitor attendance and billing.
- Ensure that court signage is appropriate and replaced as needed.
- Serve as court liaison with the court's workers compensation providers (CARO and MARCIT).
- Serve as liaison with the Office of the State Courts Administrator regarding the content of the Supreme Court's web page for the circuit. Assist in updating the 13th Circuit website.
- Serve as liaison with the Boone County Bar Association regarding meetings of the court en banc, and other information regarding court activities.
- Serve as court liaison with the court media coordinator. Conduct annual media visits. Ensure that media representatives are familiar with the court's procedures for media coverage of court events.
- Draft and edit various court publications including the court's fax procedures book, public access terminal guidelines, and other publications as requested. Edit annual reports of the divisions of the court.
- Perform annual site visits to the municipal courts in the circuit, and provide assistance to municipal court clerks as requested.
- Performs related work as required.

## **Required Knowledge, Skills and Abilities**

- Considerable knowledge of general law, state and federal laws and regulations, established precedent and sources of legal references.
- Considerable knowledge of court procedures and rules.
- Ability to apply legal principles and specialized knowledge to issues involving the court.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of the techniques and objectives of modern personnel administration, and of effective supervisory and administrative techniques.
- Knowledge of basic computer operations and, Microsoft Office programs and ability to learn new software programs.
- Understanding of the budget process and ability to apply algebraic formulas and interpret inferential statistical reports.
- Ability to collect, organize and analyze data regarding the operations of the court.
- Ability to work alone with a minimum of supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.
- Ability to communicate ideas clearly and concisely, both orally and in writing with co-workers, other county and state departments, personnel and officials from courts, law enforcement and other government agencies, attorneys, media, vendors, community organizations, schools, members of the judiciary statewide, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

## **Physical Demands**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders

and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

### **Work Environment**

This job operates in a professional office environment. Professional attire required. Employee's presence at the work site is required to complete the job. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, filing cabinets and fax machines. This position is consistently in contact with the public, either in person, by telephone or email. May be exposed to irate individuals and be responsible for talking with upset members of the public. Security is available in all situations.

### **Required Minimum Education and Experience**

Graduation from a four-year college or university with a degree in criminal justice, business, public administration or related areas. Advanced degree preferred. Five or more years professional experience, with two or more years of supervisory experience preferred; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience in Family Court or Juvenile Office preferred.