



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy Court Administrator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Court Administrator</u>	FLSA: <u>Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Court Administrator</u>	JOB CODE: <u>101</u>	

DEFINITIONS:

Professional position responsible for assisting the court administrator in the administration and management of court services. Primary areas of responsibility include policy and procedure development; research and advisory services; personnel administration; public information and report management; budget administration; supervision of departments as assigned; and intergovernmental, public, and media relations.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Provide assistance to the court administrator as requested. Provide assistance to departments as directed by the court administrator, including supervision of departments as assigned. Monitor changes in legislation, case law and court rules, and advise the court en banc of changes that affect the functions of the circuit. Draft orders, rules, and personnel policies as necessary. Attend all court en banc meetings and prepare the minutes of the meetings; assist with the preparation of the meeting agenda.

Assist in preparation of the circuit’s annual budget. Review contracts, and monitor contract renewal dates. Review and draft applications for grants, administer grants, monitor grant compliance; and assist other departments with grant applications and questions regarding grant compliance. Maintain the law library for the Boone and Callaway County Courthouses. Serve as ADA coordinator. Investigate ADA complaints, and monitor facilities for accessibility issues. Schedule diversity training for new employees.

Serve as contact person for issues involving harassment. Chair the Sexual Harassment Policy Advisory Committee, provide annual employee training on the harassment policies, and investigate complaints of harassment. Serve as contact person for contract guardians ad litem and indigent parent attorneys; facilitate annual contract renewals; review monthly reports and monitor contract attorney caseloads; develop and implement annual Guardian ad litem training.

Maintain the circuit's list of mediators approved in family law cases; develop and implement Mediator training. Administer the circuit's drug testing policy. Act as liaison between the circuit and the testing facility for issues regarding testing procedures and billing. Implement quarterly random drug testing program. Serve as contact person for issues regarding the provision of interpreters for parties and jurors. Work with translators to obtain translations of court documents as needed.

Serve as liaison to the Focus on Kids Parent Education Program. Ensure that contracts are updated and renewed annually. Monitor attendance and billing. Ensure that signage is appropriate and replaced as needed. Serve as liaison with the workers compensation providers. Respond to questions regarding employee worker's compensation and unemployment compensation claims; review employee FMLA requests; and respond to questions about federal and state statutes, and local policies applicable to personnel matters.

Assist the Secretary to the Presiding Judge to provide information to the Boone County Bar Association regarding meetings of the court en banc, and other activities. Serve as liaison with the circuit's media coordinator; conduct annual media visits; ensure that media representatives are familiar with the court's procedure for media coverage of coverage of court events. Draft and edit court publications, and assist with maintaining the circuit's website. Perform annual site visits to the municipal courts in the circuit, and provide assistance to municipal court clerks as requested. Perform related work as required.

MINIMUM QUALIFICATIONS:

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.

KNOWLEDGE & SKILLS

1. Considerable knowledge of state and federal laws and regulations regarding personnel administration.
2. Considerable knowledge of court procedures and rules.
3. Knowledge of basic computer operations and ability to use Microsoft Office programs.
4. Knowledge of legal research and sources of legal information.
5. Understanding of the budget process.
6. Understanding of the basic principles of organizational and personnel management.
7. Ability to apply legal principles and specialized knowledge to issues involving the circuit.
8. Ability to apply legal principles and specialized knowledge to issues involving the circuit.
9. Ability to collect, organize, and analyze data regarding the operations of the circuit.
10. Ability to work with a minimum of supervision.
11. Ability to communicate ideas clearly and concisely, both orally and in writing.

PHYSICAL REQUIREMENTS:

1. Required to reach and hold on to items at chest level or reach above the shoulder.
2. Required to use close vision and be able to focus.
3. Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
4. Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
5. Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
6. Must be able to lift up to 15 pounds.
7. Regular attendance is a necessary and essential function.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)

