

CIRCUIT COURT FOR KENT COUNTY COURT ADMINISTRATOR

Position Summary: Under the direction of the county administrative judge, the Court Administrator is responsible for managing and directing all aspects of court operations and administrative support activities for the Circuit Court for Kent County.

Salary: \$82,128

Distinguishing Characteristics: Position serves at the pleasure and direction of the Circuit Administrative Judge.

Essential Responsibilities:

Case Management: Establishes and administers a case management and calendaring system. Develops procedures for the timely processing cases. May serve as liaison between judges and attorneys to review and recommend or determine whether case scheduling, continuance, or other exceptions can be made. Reviews operational data, identifies problems and develops or revises procedures to resolve matters. As necessary, develops special case management and/or calendaring approaches to deal with certain types of cases.

Jury Management: Assist and acts as a backup for Jury Commissioner.

Human Resources Management: Manages the staffing of a variety of programs which support the judicial staff. Supervises judicial staff, Family Services Coordinator, Law Clerk, Jury Commissioner and Court Reporter. Serves on various court committees, including court security, and is the liaison with the Clerk, Sheriff, County Administrator, and their staff.

Coordination/Liaison with Other Government Agencies/Meetings Management: Represents the court's judicial staff in the development and maintenance of working relationship with local government, business, local Bar, community organizations, and other concerned parties to discuss and resolve issues, develop interagency communications and operations, coordinate the development and administration of new programs and otherwise facilitate effective ongoing communications. Participates in State-wide judicial and interagency committees responsible for studying and recommending effective approaches to evolving trends, issues, etc. affecting the Judiciary. Schedules and chairs meetings with local government, business and community groups to develop new programs and interactions, discuss and resolve issues, or other activities as assigned.

Facilities Management: Manages the use and operations of court facilities, including facilities management, security, construction, and space utilization. May establish procedures and schedules for records management and off-site records archiving.

Technology Management: Coordinates the development and administration of automation systems which serve the judicial staff and court.

Financial Management and Procurement: Develops and administers the budget for assigned court facilities, operations, programs, and staff, including Law Library.

Statistical and Management Reports: Develops and/or prepares management reports and other statistical and tracking reports regarding case, jury, and trial management, and other court operations related matters. Develops information tracking and management approaches which optimize data utilization and reduce duplication of data reporting.

Strategic Planning: Reviews upcoming legislation and other trends, issues, technologies, etc. which may affect the local judiciary and develops and recommends plans to assist the court to adopt, change, or otherwise respond appropriate.

Miscellaneous Court and Special Programs and Services Management: Procures and administers grants to fund special programs, technologies, etc. Serves as the court's ADA Coordinator to investigate and resolve ADA-related accommodation issues for the staff, court participants and the public.

Administrative Management: Maintains judicial office schedule and work schedule, payroll and leave records for judicial staff. Maintains/purchases equipment and supplies for judicial office and staff. Provides administrative support for court, including supervision of transcript preparation.

Education/Experience: Candidate must have commensurate education, training and/or experience demonstrating competence in the essential duties and responsibilities areas.

Minimum of Associate of Arts degree from an accredited college or university and/or seven years of substantial administrative and management responsibility in the public or private sector with court experience preferred.

Bachelor's degree preferred

Institute for Court Management, ICM, preferred.

Please send resume and cover letter to Marina.Fevola@mdcourts.gov