

AOC - COURT ADMINISTRATOR

SUBMIT A RESUME and A COPY OF YOUR TRANSCRIPT

TO: Judge Vicki R. Barnes
Warren County Chancery Court
Post Office Box 351
Vicksburg, MS 39181
cynthiap@warrencountymt.ms.gov

SALARY: Not to exceed \$74,300.00

Characteristics of Work

This is a professional, supervisory, and full-time position to ensure the impartial and expedient disposition of all cases of the court. Court administrators coordinate the performance of all non-judicial tasks of the court, maintain all statistical reports, and serve as the contact person with the Administrative Office of Courts for statistics. Court administrators serve as liaison with the public and members of the bar and coordinate and assist in the duties of the clerks of the courts of the district related to the judicial duties of the clerks. Court administrators provide general administrative support for the judge(s)/chancellor(s) of the district to whom they are assigned and perform other duties as assigned in addition to the duties listed below. Districts are not limited to one court administrator.

Responsibilities

The following are duties required of individuals in this job class, and are not intended to reflect the only duties which may be required by the senior judge/chancellor and/or other judges/chancellors:

- Maintain and keep judge(s) trial docket(s);
- Become familiar with and implement concepts of case flow management;
- Identify, formulate and recommend policies, procedures and projects designed to achieve objectives; analyze and review procedures to recommend and implement changes;
- Develop budget proposals for the operation to the court district;
- Coordinate the employment of additional support staff on an as needed basis;
- Supervise and coordinate the work of other support staff, and perform other supervisory duties, as needed and directed by the judges/chancellors of the court;
- Assist in the administration of mediation duties as required by court rule;

- Maintain statistics and generate reports for use by the court and the Administrative Office of Courts, and serve as the contact person for statistics maintained by the Administrative Office of Courts;
- Assist the Administrative Office of Courts in working to identify and address any backlog of cases;
- Coordinate courtroom availability with the courthouses located in the district;
- Address the problems associated with physical facilities and court security;
- Review and maintain local court rules;
- Administer requests for judicial appointments when needed due to recusal or illness of a judge;
- Assist the Administrative Office of Courts in court administrator certification;
- Maintain property control and inventory of furniture and equipment furnished to the court;
- Participate in statewide committees; attend seminars related to court administration as required;
- Serve as liaison to court, bar, and law enforcement agencies and general public;
- Maintain cooperative working relationships with county officials;
- Assist in determining that facilities are adequate and receive proper maintenance; and
- Perform related duties as assigned or required.

Court administrators failing to perform lawfully assigned or required duties are subject to dismissal by the hiring judge/chancellor or all judges/chancellors of the district if only one court administrator is hired, upon a majority vote with the senior judge/chancellor getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

Minimum Requirements

A master's degree or equivalent from an accredited four-year college or university in public or business administration, law, or a related field plus two (2) years' experience directly related to the duties listed above;

or

A bachelor's degree from an accredited four-year college or university and four (4) years of experience directly related to the duties listed above;

or

A paralegal certificate/degree from a two-year course of study or an associate degree from an accredited two-year college or related field, and six (6) years of experience directly related to the duties listed above;

or

Graduation from a standard four-year high school or equivalent (GED) and eight (8) years of directly related experience to the duties listed above.