

Family Court Administrator

GENERAL SUMMARY

Primary function of the job is to manage all administrative and quasi-judicial functions of the Family Court while working under the general direction of the Probate/Family Court Judge. Duties include supervising staff, overseeing production of reports, ensuring timely case progression, and preparing budget for court operations.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Coordinates the activities of the Family Court staff, as directed by the Family Court Judge.
- Manages personnel-related issues, including employment, training, orientation, assignments, disciplinary actions, and labor negotiations where applicable.
- Establishes priorities, monitors, and evaluates the effectiveness and efficiency of court programs, and develops and implements plans to improve services.
- Establishes and maintains sound financial controls including budget preparation and authorization of court purchases.
- Plans, organizes, and directs programs to provide court services in accordance with court rules, applicable laws, and policies.
- Participates in strategic planning and policy development

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in Business Administration, Public Administration, Criminal Justice, or a related field, with advanced degree preferred
- Five years of progressively and more responsible or expansive experience, including lead work or supervisory experience, in a court or closely related setting

CERTIFICATIONS, LICENSES

- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information in which guidelines may not exist for all situations. Considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the Judges or County's senior executives to resolve or may not be resolvable.

- This job is not part of a series

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Thorough knowledge of Court rules, applicable laws, policies, and procedures
- Thorough knowledge of the principles and practices of Family Court and of applicable court rules
- Knowledge of generally accepted accounting and bookkeeping principles
- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Ability to detect errors, determine causes, and make corrections as appropriate
- Skill in use of personal computer software, including advanced spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Considerable skill in providing instruction and supervision.
- Considerable understanding of data collection systems and the ability to use data for program planning and evaluation.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the court
- Ability to explain complex policies and processes in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to plan, implement and evaluate court programs
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Able to use County resources effectively and efficiently