

**Alaska Court System
Class Specification**

AREA COURT ADMINISTRATOR 3

Range: 25

EEO4: 01

SOC: 11-1021

Code: C4203

Definition:

The Area Court Administrator 3 plans, implements, directs, and monitors all non-judicial activities, operations, and training of the trial courts within the Third Judicial District. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

The Area Court Administrator 3 is in the partially-exempt service. The incumbent serves “at-will” to the appointing authority.

Distinguishing Characteristics:

Area Court Administrators (ACA’s) are responsible for the planning, implementation, direction, and monitoring of all non-judicial activities within a judicial district. An ACA 1 manages the Second Judicial District. An ACA 2 manages the First Judicial District and Fourth Judicial District. An ACA 3 manages the Third Judicial District.

The ACA 3 is a single-position job class responsible for administration and management of non-judicial activities and employees within the Third Judicial District.

Complexity of Tasks: Under the general direction of the Presiding Judge, the ACA 3 is responsible for the implementation of policies and procedures necessary to (1) effectively administer the trial courts within the district, and (2) provide training to court personnel.

Independent Judgment: The ACA 3 requires a high degree of independent judgment in order to develop alternatives to resolve local administrative problems, analyze facts, and apply sound fiscal, personnel, and management policies.

Supervision Received: The ACA 3 receives general supervision from the Presiding Judge.

Supervision Exercised: The ACA 3 directly supervises Clerks of Court and other designated non-judicial employees of the Third Judicial District.

Selection: An ACA 3 appointment will be made by the Presiding Judge of the judicial district in which the ACA will serve. The Presiding Judge will make the appointment from a list of one or more qualified candidates provided by the Administrative Director. To compile this list, the Administrative Director, in consultation with the Presiding Judge of the judicial district in which the ACA will serve, will assemble a five-member panel to identify the best qualified candidates from the applicant pool. The panel will consist of (1) the Administrative Director; (2) the Presiding Judge; (3) an experienced Magistrate Judge from the judicial district; (4) an experienced court clerk of the judicial district; and (5) a fifth person who understands the duties

of the position (for example, the outgoing ACA, the Area Court Administrator of another district, or the court system's Chief Financial Officer).

Examples of Duties:

Under direction of the Presiding Judge, coordinate and manage all court locations within the district. Perform duties required by the Presiding Judge, by statute, court rule, Supreme Court order, or administrative directive.

Plan, develop, and implement long and short-range policies, goals, objectives, and priorities for the district's trial courts. Develop policies related to court coverage; facility use; human resources; financial resources; strategic planning; and the establishment of district goals and objectives. Perform non-judicial activities not essential to the determination of cases and controversies at law.

Conduct strategic review of operations through observation or analysis of data to identify trends and recommend adjustments in staffing, budget allocation, and facility use.

Communicate district objectives through training; develop tools and resources to assist employees in meeting district objectives.

Prepare and submit a district budget in coordination with the Chief Financial Officer and Administrative Director. Make recommendations to the Presiding Judge on staffing levels, office space, and equipment. Monitor the financial management of the district and assure that actions taken are in accordance with the budget plan.

Responsible for case flow management. Analyze, evaluate, monitor and propose methods for the assignment and calendaring of cases. Identify problems and recommend procedural or administrative improvements to court services.

Appoint or delegate the appointment of all non-judicial personnel within the judicial district in accord with Alaska Court System Personnel Rules. In consultation with Human Resources, ensure effective and efficient management of personnel resources including recruitment, training, evaluation, counseling, discipline, and termination of Court System employees. Ensure that position descriptions are accurate and current, and that employees perform duties consistent with their job classifications. Recommend the creation of nonpermanent, temporary, and project positions to meet the special needs of the district.

Establish performance measures and follow up to ensure performance expectations are met. Take personnel actions regarding non-judicial employees, as appropriate, to ensure standards are met. Before discipline is imposed, Human Resources should be consulted. Prepare performance evaluations for Clerks of Court and others under direct supervision. Review draft evaluations prepared by Clerks of Court and other supervisors when appropriate. Review and sign final evaluations prepared by all employees directly supervised.

Serve as liaison for the trial court with various public and private organizations, individuals, and other government agencies within the district. Develop ongoing professional relationships with key community members (police, city managers, mayors, native associations); periodically survey community members regarding community needs and the court's role in the community. Contact community members during vacancies of Clerk of Court or Magistrate Judge positions.

Survey community members about the services provided by the court system; devise a hiring plan to best fulfill the needs of the community in hiring new personnel. Provide substantive input into the hiring of Magistrate Judges.

Investigate personnel complaints regarding non-judicial employees from community members. Prepare written reports and make decisions on such complaints regarding non-judicial employees in consultation with Human Resources.

Investigate complaints regarding judicial officers at the direction of the Presiding Judge. Propose changes in policies or procedures as a result of new information received in the investigation.

At the request of the Administrative Director, participate in the design and implementation of technology projects.

Collect, analyze, and evaluate data produced by the case management and other systems to inform recommendations, including staffing proposals.

Be responsible for adequate training in accounting procedures; case scheduling; civil, criminal, and minor offense case processing; case management; personnel management; office organization; records management; and customer service e-filing and associated systems.

Establish district and individual training plans for Clerks of Court. Monitor the development of training plans by Clerks of Court for employees they supervise. Ensure training plans are completed and on schedule. Consult with Clerks of Court on appropriate training programs for staff. Prepare instructional training materials for court staff in conjunction with administrative training staff and Rural Court Administrators (RCAs).

Review new or revised statewide court procedures for applicability to court clerical, administrative, and accounting functions. Disseminate new procedures and prepare memos for proper implementation of new procedures. Ensure proper implementation of policies during court visits. During visits to each court, independently review court functions and procedures for compliance with court system rules, policies, and procedures. Implement immediate changes in procedures as necessary.

Assist training judges and the Presiding Judge in implementing individual and district training plans for magistrate judges and deputy magistrates. In cooperation with the Judicial Education Manager, district training judges and the RCA, monitor the training of rural court Magistrate Judges in administrative and clerical responsibilities. Provide input to the training judge on rural court Magistrate Judges' clerical performance for annual evaluation.

Assist staff of the Administrative Office in planning statewide clerks and magistrate judge conferences. Identify training needs, assist in the design of agenda, coordinate presenters, notify participants, distribute information to participants, and present trainings.

Recommend changes to Court System rules, policies, and procedures.

Assess performance of court staff. Implement personnel actions to ensure compliance with court policies.

Facilitate monthly video or teleconferences with district Magistrate Judges. Plan and facilitate teleconferences with Clerks of Court on a regular or as needed basis.

Knowledge, Skills, and Abilities:

The ACA 3 requires knowledge of:

- The laws, policies, procedures, rules, and regulations governing operation of the trial courts;
- The broad range of operational issues and problems of the trial courts;
- Research and analytical methods and tools;
- Management principles and practices, including personnel, fiscal, data processing, facilities, property, records, and information management;
- The functions, organization, and processes of judicial systems; and
- Legal terminology, procedures, and documents encountered in the work.

The ACA 3 requires the ability to:

- Plan, develop, recommend and implement new policies and procedures on both a long and short-term basis;
- Direct, advise, guide, and motivate subordinates to meet goals and objectives;
- Work independently in the absence of supervision to administer and manage organizational services; and
- Analyze situations and adopt effective courses of action.

The ACA 3 requires skill in order to:

- Effectively communicate with internal and external customers in a variety of court environments and statewide administration;
- Establish and maintain cooperative working relationships with others;
- Analyze policy and procedure issues, and recommend and implement solutions; and
- Deal with a wide variety of people and be tactful and adept.

Minimum Qualifications:

A bachelor's degree from an accredited college AND four years of professional experience in court administration, general administration, or management analysis.

OR

A Fellow's certificate from the National Center for State Court's Institute for Court Management Program AND four years of professional experience in court administration, general administration, or management analysis.

OR

Graduation from an accredited law school with an LLB or JD degree AND two years of professional level management and supervisory experience in a multi-judge court of general trial jurisdiction, justice agency, or law office.

OR

A graduate degree from an accredited university in judicial, public, or business administration AND two years of professional level management and supervisory experience in a multi-judge court of general trial jurisdiction, justice agency, or law office.

NOTE:

The required court administration experience is met by service such as a Clerk of Court 4, 5 or 6; Magistrate Judge 3 or 4; Rural Court Administrator 3; or Chief Deputy Clerk 3 with the Alaska Court System, or similar experience with a state or federal court system or a multi-judge court of general trial jurisdiction.

The required general administration or management analysis experience is met by service such as an Administrative Officer or Administrative Operations Manager with the State of Alaska, or similar management experience with another employer.

Additional professional work experience in court administration, general administration, or management analysis will substitute for the education requirement on a year for year basis.

A certificate from the National Center for State Court's Court Management Program (CMP) will substitute for one year of the required work experience.

NOTE: Area Court Administrator 3 is a partially-exempt job class. The incumbent serves "at-will" to the appointing authority.

08/81 – Original

12/91 – Revised

08/99 – Revised, MQs

04/02 – Revised, two levels

12/10 – Revised, MQs

01/11 – WPA

02/14 – Revised, remove MQQ's

05/15 – Change SOC code

03/22 – Revised, MQs, Title & Selection

01/23 – Revised