

**Alaska Court System
Class Specification**

RURAL COURT ADMINISTRATOR II

Range: 16

EEO4: 2

SOC: 13-1151

Class Code: C4205

Definition:

Under general direction, a Rural Court Administrator (RCA) II provides training on administrative, technical, and clerical functions to Magistrate Judges, Clerks of Court, and Court Case Managers in rural courts in such areas as accounting procedures, personnel management, customer service, case processing, and court management.

Distinguishing Characteristics:

Positions in the RCA series provide training in a wide variety of subjects to court employees in rural courts. The RCTA II is largely responsible for training in clerical and technical procedures.

Complexity of Tasks: An RCA II participates in the implementation of programs designed to promote efficient daily operation of the rural courts.

Independent Judgment: Duties of an RCA II require a high degree of independent judgment in analyzing facts and applying sound fiscal, personnel, and management policies.

Supervision Received: An RCA II works under the general direction of the Area Court Administrator (ACA). Incumbents work in cooperation with the Magistrate Education Coordinator and training judges. Supervision is specific in terms of goals and objectives.

Supervision Exercised: Supervisory responsibilities are not usually assigned to an RCA II. Incumbents provide input to training judges, the ACA, and Clerks of Court in the preparation of performance evaluations for rural court staff.

Examples of Duties:

Provide training in accounting procedures; case scheduling; civil, criminal, and minor offense case processing; case management; personnel management; office organization; record management; and customer service.

Provide long distance assistance to rural court staff. Act as a troubleshooter, answer questions, or refer rural court staff to the appropriate source for information.

Establish district and individual training plans for rural court clerical staff. Ensure training plans are completed and on schedule. Periodically assess an employee's ability to continue with training plans as scheduled or make adjustments, as needed.

Review new or revised court procedures for applicability to rural court clerical, administrative, and accounting functions. Disseminate new procedures to rural court staff. Prepare memos for proper implementation of new procedures. Follow through during visits to court locations to ensure proper implementation of policies.

Determine rural court training needs and establish an annual travel calendar. Modify the plan as staff turnover occurs.

During visits to rural courts, independently review court functions and procedures for compliance with court system rules, policies, and procedures. Implement immediate changes in procedures or make recommendations to ACA.

Research effective training methods and design training programs for staff. Prepare instructional training materials for rural court staff. Coordinate with administrative training staff and other RCAs when preparing and presenting new or revised training material.

Train rural court magistrate judges in administrative and clerical responsibilities in cooperation with Magistrate Services and district training judges. Assist the training judges in implementing individual and district training plans for magistrate judges and deputy magistrates. Assist training judges in the annual evaluation of the clerical duties of rural court magistrate judges.

Assist the judicial education manager and district magistrate judges in planning statewide or district magistrate judge conferences. Participate in planning meetings, identify training needs, develop the agendas, coordinate presenters, notify participants, distribute information to participants, and present training.

Recommend changes to court system rules, policies, and procedures based on review of rural court procedures. Draft recommended changes to procedures for the ACA.

Assess the performance of rural court staff. Recommend personnel actions to the ACA to ensure compliance with court policies. Make recommendations on staffing levels for budget purposes.

Assess facility needs and make recommendations for the annual budget.

Provide recommendations for equipment needs in rural courts.

Assist the ACA in planning and facilitating monthly teleconferences with clerks of court.

Provide technology support to rural courts by responding to user questions. Interpret inquiries to determine if problems are related to hardware, software, or inappropriate action by the user. Document and distribute updates to computer systems.

Train users in trial court case management systems, Windows programs, and digital audio recording systems. Train and assist users in creating reports from the trial court case management system.

Participate on technology committees and assist with committee projects and assignments.

Keep current on technological advances. Attend training seminars offered internally or externally to the court system.

Serve as rural clerk of court or deputy magistrate during clerical or judicial vacancies or extended absences.

Serve on the statewide planning committee for the annual Clerk of Court conference. Identify training needs and prepare and present training materials.

Participate in Magistrate Judge teleconferences and share information on administrative or clerical responsibilities.

Serve as a member of a hiring panel for rural court positions.

Positions in this job class require frequent travel to rural courts.

Knowledge, Skills, Abilities:

The RCA II requires knowledge of:

- The administrative policies and procedures governing rural courts.
- Judicial procedures, state and local statutes, and rules of court.
- Procedures governing fiscal control, personnel management, supply distribution and control, efficient reporting and administrative control procedures.
- The problems and needs of rural communities.
- The principles of supervision.
- Thorough knowledge of court system operation.

The RCA II requires skill in order to:

- Communicate orally and in writing.
- Deal with situations requiring tact, flexibility, and good judgment.
- Effectively supervise and train others.

An RCA II requires the ability to:

- Learn rural court operating needs, priorities, and workflow.
- Analyze policy or procedural problems and recommend and implement solutions.
- Work effectively with court employees and members of the public.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate;

AND EITHER

Three years of technical or professional legal work experience with the Alaska trial or appellate courts;

OR

Three years of technical or professional legal work experience with a law firm or justice agency;

OR

A bachelor's degree from an accredited college AND one year of professional experience training or teaching adults;

OR

A high school diploma or General Education Development (GED) certificate AND three years of professional experience training or teaching adults;

OR

Graduation from an accredited law school AND one year of legal work experience with a law firm or justice agency.

NOTE: The required technical or professional legal work experience with the Alaska Court System is met by service as a Court Case Manager I, Court Case Manager II, Courtroom Judicial Assistant, Chief Deputy Clerk, Clerk of Court, or Rural Court Administrator I.

06/90 – Reviewed

11/90 – Revised

11/02 – Revised

11/03 – Revised

09/04 – Revised

09/08 – WPA, MQs

09/09 – Title Change, Class Code Change

02/14 – Remove MQQ's

08/14 – Revised, SOC

01/20 – Revised, Title Change