**POSITION DESCRIPTION**

**POSITION TITLE:**

15th JDC Court Administrator

**REPORTS TO:**

Immediate Supervisor is sitting Chief Judge; reports to judges en banc

**COMPENSATION:**

As set by the judges en banc. Benefits include participation in Louisiana Parochial Employees Retirement System and group health insurance.

**LOCATION OF WORK:**

Administrative office located within the Lafayette Parish Courthouse, 800 S. Buchanan St., 5th Floor, Lafayette, LA. Will also be required to work from the Acadia Parish Courthouse (Crowley) and the Vermilion Parish Courthouse (Abbeville), as necessary.

**HOURS OF WORK:**

General hours of work are 8:30 a.m. – 4:30 p.m., Monday through Friday. Exempt from overtime compensation. Will be required to work whatever hours are necessary to satisfactorily perform the duties and demands of the position. Thirty-five (35) hour minimum work week.

**POSITION PURPOSE:**

The purpose of this position is to provide high level responsible, professional administrative management for the 15th Judicial District Court. The Court Administrator assumes day-to-day responsibilities of court administration as determined by the District Court judges, individually and *en banc*. The position is responsible for maintaining a high degree of independence and accountability and requires the maintenance of working relationships with key local and state government officials and related entities.

**ESSENTIAL FUNCTIONS:**

**Human Resource Management**

 Create/maintain personnel records and manage benefits for judicial staff. Create, distribute and enforce policies/procedures, as the judges direct. Assist in facilitating personnel matters for the judiciary (as requested), and counsel court employees on various issues (policy, compensation, benefits, etc.). Manage all court-related risk management efforts, including procurement of various insurances. Conduct impartial investigation of complaints, report findings, and counsel as necessary

**Fiscal Administration**

 Responsible for oversight of all public funds managed by the Court. With assistance of support staff, administer accounting, purchasing, payroll, and financial control functions. Prepare court budgets and guide the Court through state and local government review processes. Assist with grant writing and/or application. .

 Implement safeguards and procedures to guard against fraud and misuse of funds.

**Information Management**

 Develop the capacity to deliver information to decision makers at critical events.

 Monitor procedural performance. Inform court system employees, attorneys, related agencies, and general public as appropriate, including but not limited to information distribution during emergency situations, legislative updates, policy/procedural changes, court rule changes, and calendar changes. Responsible for creation and maintenance of the annual civil/criminal court calendar.

**Disaster Preparedness**

 Maintain and revise as necessary emergency preparedness plan, activities, and communications of 15th JDC. This includes drafting and regularly updating Continuity of Operations Plan (COOP) such that it contains all necessary, accurate information and is user-friendly to all 15th JDC employees and judges. Responsibility includes educating all judges and employees on the COOP and also includes coordination of plan, activities, and communications with court-related agencies. To the extent the COOPs of other jurisdictions involve the 15th JDC, this position is responsible for that coordination.

**Technology Management**

 Be able to review, evaluate and make recommendations regarding efficiencies and capabilities of latest technology. Draft and administer policies and procedures regarding use of Court-owned technology. Troubleshoot daily issues and either resolve personally or refer to appropriate service provider for immediate resolution. Technology needs of the Court include courtroom audio and recording equipment, cellular and office phone systems, computers and peripherals.

**Facilities Management**

 Survey facilities for efficiency, safety and compliance. Report deficiencies to the authorities as required. Submit requests for work orders to parish governments and manage projects to completion. Maintain records for state and local inventory.

**Research and Advisory Services**

 Identify organizational problems and recommend procedural and administrative changes. Remain current on legislative changes pertinent to the Court, and conduct legal research as needed. Update schedule of court costs and disseminate to all offices of Clerk of Courts, Sheriffs, District Attorney and Public Defender.

**Clerical Services**

 Attend Judges’ Meetings, and record and maintain the meeting minutes. Report all court rule revisions to Supreme Court for approval and publication by Thomson Reuters. Draft and/or review various legal documents including contracts, Cooperative Endeavor Agreements, leases, etc., prior to presentation for signing.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work independently and show initiative, perform under minimal supervision and act independently within the scope of normal duties and responsibilities.

Knowledge of laws, rules and standards associated with operating a general jurisdiction and family/juvenile jurisdiction court, including state and federal laws, state and local court rules, Code of Governmental Ethics, Code of Judicial Conduct, and Supreme Court supervisory rules for district courts.

Ability to perform as a project leader and apply project management techniques.

Ability to produce quality work under pressure.

Superior skill in written and oral communication.

Ability to organize data into a logical format for presentation in reports, documents or other written materials.

Ability to monitor and revise budgets and contracts.

Ability to effectively conduct meetings and make formal presentations.

Knowledge of effective supervisory principles and techniques.

Ability to exercise discretion and confidentiality.

Ability to interact tactfully and courteously with individuals and groups.

Ability to establish and maintain effective working relationships with others.

Knowledge of applicable computer word processing, spreadsheet and database applications.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Undergraduate degree in business administration, public administration, or related field.

Minimum of five years of management or supervisory experience. Knowledge of state and federal employment laws. Knowledge of and proficiency in applicable software applications including word processing, Excel, Quickbooks, Outlook, Adobe Acrobat, or similar software. Experience in public administration and specific knowledge of relevant areas including court procedures, public fund administration and judicial legislation preferred.