



COURT ADMINISTRATOR

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and administrative work supervising and participating in the management of the Circuit Court; does related work as required. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administering Circuit Court functions; maintaining complex files and records; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Sets all hearings, trials and appeals for the six jurisdictions in this judicial circuit by phone and in person with letter to follow up to attorneys and court personnel;
- Gives information to the public, attorneys and court personnel by phone and letter regarding courts, dockets and judges' schedules; maintains details of hearings and trials on paper and in the computer;
- Notifies attorneys, Clerks of Court and Sheriffs of continuances, dismissals, jury releases and nonsuits;
- Coordinates exchange of information and assignment of dockets among judges and staffs;
- Maintains files and correspondence;
- Obtains from Clerk of Court court files for judges in Prince George cases and returns to Clerk as well as relaying instructions and messages to Clerk about files in written or verbal form;
- Composes, publishes and mails or faxes monthly calendar of the daily schedule for each judge and to the Prince George Sheriff's and Clerk of Court's offices;
- Types letters, court orders, travel vouchers, etc.; prepares bank deposits and prepares bills for payment;
- Arranges for substitute judges and requests and gives information related to the circuit's court dockets and judges;
- Contacts court administrators in other circuits regarding dockets, scheduling and substitution of judges, as well as the exchange of court files;
- Posts mail daily and maintains record of postage used;
- Coordinates use of circuit courtrooms and conference rooms for use in Chancery hearings, depositions, debtor interrogatories and various meetings;
- Composes, publishes and mails or faxes annual schedule of term days, criminal and motion dates;
- Maintains and distributes copies of "Practices and Procedures" used in circuit court;
- Maintains current addresses, phone and fax numbers of attorneys regularly practicing in the six jurisdictions;
- Purchases office supplies and maintains office equipment;
- Assists with preparation of annual budget requests;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of a Virginia court; thorough knowledge of business English, spelling, arithmetic and office management; thorough knowledge of Circuit Court programs, policies and procedures; thorough knowledge of the variety of matters handled by the Circuit Court; ability to perform a considerable volume of detailed financial record work; ability to establish and maintain cordial and effective working relationships with Judges, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university and considerable experience in legal clerical work involving contact with the general public.