

Court Administrator

Closes On: December 16, 2022 at 04:30 PM EST

Location: Queen Anne's County, Centreville, MD 21617
Department: Circuit Court
Job Status: Full-Time
Rate of Pay: \$60,000 - \$82,000

JOB SUMMARY

Under the direction of the county administrative judge, the Court Administrator is responsible for managing and directing all aspects of court operations and administrative support activities for the Circuit Court for Queen Anne's County.

ESSENTIAL FUNCTIONS

Performs some combination of the following duties:

Case Management: Establishes and administers a case management and calendaring system. Develops procedures for the timely processing cases. May serve as liaison between judges and attorneys to review and recommend or determine whether case scheduling, continuance, or other exceptions can be made. Reviews operational data, identifies problems and develops or revises procedures to resolve matters.

Jury Management: Develops guidelines policies and procedures for the identification, notification, summoning and excusal of potential jurors. Works with court and jurisdictional agencies to ensure adequate facilities and services are available to jurors. May direct and supervise staff responsible for jury management.

Coordination/Liaison with Other Government Agencies/Meetings Management: Represents the court's judicial staff in the development and maintenance of working relationship with local government, business, local Bar, community organizations, and other concerned parties to discuss and resolve issues, develop interagency communications and operations, coordinate the development and administration of new programs and otherwise facilitate effective ongoing communications. Participates in State-wide judicial and interagency committees responsible for studying and recommending effective approaches to evolving trends, issues, etc. affecting the Judiciary. Schedules and chairs meetings with local government, business and community groups to develop new programs and interactions, discuss and resolve issues, or other activities as assigned.

Human Resources Management: Manages the staffing of a variety of programs which support the judicial staff. Supervises judicial staff. Serves on various court committees, including court security, and is the liaison with the Clerk, Sheriff, County Administrator and their staff. Maintains judicial office schedule and work schedule, payroll and leave records for judicial staff.

Facilities Management: Manages the use and operations of court facilities, including facilities management, security, construction and space utilization. May establish procedures and schedules for records management and off-site records archiving.

Technology Management: Coordinates the development and administration of automation systems which serve the judicial staff and courthouse operations.

Financial Management and Procurement: Develops and administers the budget for assigned court facilities, operations, programs, and staff, including Law Library. Procures and administers grants to fund special programs, technologies, etc. Maintains/purchases equipment and supplies for judicial office and staff.

Statistical and Management Reports: Develops and/or prepares management reports and other statistical and tracking reports which optimize data utilization and reduce duplication of data reporting.

Strategic Planning: Reviews upcoming legislation and other trends, issues, technologies, etc. which may affect the local judiciary and develops and recommends plans to assist the court to adopt, change, or otherwise respond appropriate.

EDUCATION AND EXPERIENCE

Court Administrator -

Candidate must have commensurate education, training and/or experience demonstrating competence in the essential duties and responsibilities areas.

Minimum of associate of arts degree from an accredited college or university and/or seven years of substantial administrative and management responsibility in the public or private sector with court experience preferred.

If interested, please apply via the “Court Administrator” opening located at:

<https://www.qac.org/839/Employment-Opportunities>