

## **CHIEF DEPUTY COURT ADMINISTRATOR 6280**

### **Distinguishing Characteristics of Work**

This is very responsible managerial and administrative work assisting a Trial Court Administrator in the organization, development, implementation, and administration of circuit court programs and services. Areas of responsibility may include budget and fiscal administration, personnel administration, strategic planning, jury management, alternative sanctions, teen court, family courts, drug court, court reporting, and facility management. The Chief Deputy Court Administrator supervises managerial and administrative staff by assigning and reviewing work, conducting performance appraisals, recommending and arranging training, and assisting in the recruitment, selection, and development of court program staff. The Chief Deputy Court Administrator is also responsible for monitoring the performance of various court programs and services to assure compliance with court policy and procedures. The Chief Deputy Court Administrator conducts research for the Chief Judge and Court Administrator such as studies for the improvement of court operations, case management, and the implementation of laws, policies, and state or federal regulations. The Chief Deputy acts as the Court Administrator in the Administrator's absence and has final decision authority in delegated areas of responsibility. Working relationships are established with judges, court personnel, clerk of court, law clerks, state and county officials, attorneys, local organizations and social service agencies, and the public. The Chief Deputy Court Administrator uses independent judgment and discretion, and maintains confidentiality of sensitive issues.

### **Education and Training Guidelines**

Graduation from an accredited four year college or university with major course work in judicial administration, public administration, business administration, criminology, or a related social science, and seven years of progressively responsible experience in court administration, executive management, or budget and fiscal planning in federal, state or local government, three years of which were in a managerial, administrative, or supervisory position, or, any combination of education, training, and experience, including a juris doctorate or post graduate education as described.

### **Knowledge, Skills, and Abilities**

Knowledge of the Florida State Courts System, Trial Court operations, and the criminal justice system. Knowledge of the principles of public, business, and personnel administration. Ability to conduct legal employment interviews. Ability to work independently. Ability to communicate effectively. Ability to establish work priorities. Ability to supervise managerial and administrative staff including preparing performance appraisals and assessing training needs. Ability to research, recommend and implement improvements to court operations, programs, and services. Ability to analyze statistical data concerning court management, jury management, caseload, inmate population and other court programs. Ability to prepare and present comprehensive reports to a variety of individuals including judges, state courts system managers, elected county officials, commissions, and community leaders.

### **Criteria for Establishing Chief Deputy**

- \* Acts as principal assistant who serves as Court Administrator in TCA's absence, with full signature authority.
- \* Has a significant role in developing, implementing, and administering non judicial court policy, rules, and procedures.
- \* Assists in the selection, evaluation, discipline, and recommendation on terminations, of program managers and supervisors.
- \* Represents the court to federal, state, or local government.
- \* Represents the court on commissions, boards, committees, task forces, etc., which include government and private sector leadership.

