

# **CHIEF OF COURT IMPROVEMENT 7610**

## **Distinguishing Characteristics of Work**

This highly professional position is responsible for implementing, organizing, managing and evaluating court improvement initiatives for numerous types of court dockets in the trial and appellate courts. The Chief of Court Improvement oversees professional and support staff that performs complex analytical and statistical research, prepares detailed written reports and makes formal presentations and recommendations on a variety of court management studies and projects. This position has oversight of the unit's general revenue budget and is responsible for overseeing numerous federal grants. Working are maintained with other units within the Office of the State Courts Administrator (OSCA), the Florida Supreme Court, judges, executive management within the Executive Branch and other professionals associated with the judiciary, primarily through providing staff support to numerous committees. The Chief of Court Improvement exercises considerable independent judgment and works under the limited supervision of the Deputy State Courts Administrator. This position is a member of the management team and assists with the analysis of pending legislation for program and fiscal impact.

## **Education and Training Guidelines**

Graduation from an accredited four year college or university with a major in court administration, public administration, criminology, statistics, management, or a related social science, and seven years of professional experience in court or public administration including four years in a supervisory or management position in a court environment.

A masters degree in an area cited above may substitute for two years of the recommended non-management experience.

Graduation from an accredited law school may substitute for three years of the recommended non-management experience.

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

Knowledge of and the ability to apply the principles and practices of public and court administration. Knowledge of and the ability to apply management practices and techniques for building teams and managing multiple and diverse projects, including setting goals, establishing time lines, identifying resources, and evaluating work products.

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### **Knowledge, Skills, and Abilities (con't)**

Ability to analyze, evaluate, and perform statistical research. Ability to supervise, communicate effectively, motivate, train, and develop a professional staff. Ability to delegate responsibilities and assignments based on an accurate assessment of staff skills and abilities. Knowledge of the organization and general operations of court systems and of state and local government. Ability to analyze court operations and assess and evaluate a variety of court programs and court services. Ability to communicate clearly and effectively, and prepare and make written and oral presentations to elected and other public officials. Ability to effectively manage time and resources.

**Effective: March, 2007**