

COURT OPERATIONS MANAGER 7150

Distinguishing Characteristics of Work

This is responsible work assisting a Marshal of a District court of Appeal, Trial Court Administrator, and/or Chief Judge, in the organization, development, and implementation of court services and one or more court program such as budget development, personnel administration, purchasing, facility management, alternative sanctions, family court, court reporting, and jury management. The Court Operations Manager provides supervision and management oversight of court support staff by assigning and reviewing work, conducting performance appraisals, and recommending and arranging training. The Court Operations Manager may perform supervisory duties including hiring and training of court staff and conducts performance evaluation for subordinate staff. The Court Operations Manager is also responsible for monitoring the performance of various court programs to assure compliance with court policy and procedures. The Court Operations Manager conducts research for the Chief Judge, Marshal, or Court Administrator and makes recommendations for the improvement of court operations, caseload reporting, and the implementation of laws, policies, and state or federal regulations; prepares, monitors, and analyzes management and statistical information and reports; projects staffing and equipment needs; and assists in assembling data for various reports. Working relations are established with judges, court personnel, clerk of the court, law clerks, state and county officials, attorneys, local organizations and social service agencies, and the general public. The Court Operations Manager must use independent judgment and discretion, and maintain confidentiality of sensitive issues.

Education and Training Guidelines

A bachelor's degree from an accredited four year college or university with major course work in court or judicial administration, public administration, business administration, criminology, or a related social science, and three years of progressively responsible experience in court administration, or budget and fiscal planning, two years of which was in a supervisory or program management position.

A master's degree in an area listed above may substitute for two years of the non supervisory experience.

Graduation from an accredited law school may substitute for the non supervisory experience.

Progressively responsible experience in court administration may substitute on a year for year basis for the bachelor's degree.

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Knowledge, Skills, and Abilities

Knowledge of the Florida State Courts System, including the Appellate or Trial Court process and the criminal justice system. Knowledge of the principles and practices of public, business, or personnel administration, organization, management and supervision. Ability to conduct legal employment interviews. 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 Systems managers, elected officials, and other law enforcement officers. Ability to plan, organize, coordinate and direct the work of a court program; select, train, and supervise staff; develop, evaluate and analyze operational policies and procedures. Ability to communicate effectively. Ability to work independently. Ability to establish work priorities.

Effective: March, 2007