

VERMONT JUDICIAL BRANCH

COURT ADMINISTRATOR

Court: Court Administrator's Office

Supervisor: Supreme Court

Job Code: 91430J

Exempt/Non-exempt: Exempt

Pay Grade: 97

Union Eligible: N

PURPOSE:

The position involves managerial, administrative and public relations work, including the responsibility for planning, organizing, staffing, coordinating, directing, and evaluating the administrative functions of 42 trial courts, 18 probate courts, the Judicial Bureau, the Environmental Court, the Supreme Court, and various boards and committees. The position is responsible for the administration of a \$17,000,000 budget and 300 judicial officers and employees.

ESSENTIAL JOB FUNCTIONS:

- Oversees strategic planning for the Vermont courts, under the guidance of the Supreme Court, and with input from judicial officers and staff. Determines which improvements to the Judiciary require legislative action, and advocates for these with the Vermont legislature. Recommends new or modified Supreme Court Rules as needed. Oversees the implementation of new rules, laws, plans and policies.
- Recommends to the Supreme Court an annual budget request for presentation to the Vermont legislature. Advocates for the budget, and then recommends allocation among judicial programs of the approved budget. Oversees and approves expenditures.
- Manages the Judiciary's physical and personnel resources, including recommending new facilities and new technologies as needed, and oversees the development and implementation of the Judicial Branch Personnel Policy, which includes procedures for the recruitment, hiring, and supervision of a work force including state employees and contract and volunteer personnel performing supervisory, technical, casework, security, and clerical functions.
- Ensures that the Vermont courts provide quality and timely services and are accessible to all members of the public. Represents the Judiciary to the public through the media and in person, and maintains effective working relationships with the Vermont Bar, the law enforcement community, representatives of the media, and related public and social service agencies.
- Oversees the establishment, maintenance, and publication of Supreme Court Rules.
- Oversees attorney licensing and discipline and judicial discipline.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

This job description provides the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: Juris Doctor or Masters in administration or other related field.

Experience: Five years of broad and extensive management experience of a major program, division, or organization characterized by multiple branches or offices or several distinct subfunctions, including responsibility for policy formulation and implementation, budget preparation and fiscal administration, supervision and human resources management, and program evaluation.

Note: Four years of broad and extensive management experience in a judicial organization in addition to the five years of general experience, or admission to the Vermont Bar, may be substituted for the Juris Doctor or Master's degree.

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