

COURT ADMINISTRATOR

Job Title: Court Administrator

Department: Charles County Circuit Court
Court Administration

Work Location: La Plata, Maryland

Salary: \$105,522.77 Annually

Job Type: Full-time; 37.5 Hours per Week, FLSA Exempt

Closing Date: THIS IS A CONTINUOUS POSTING AND WILL REMAIN OPEN UNTIL FILLED.

Candidates must submit a cover letter, current resume, a professional writing sample, and at least two letters of recommendation with the application.

JOB SUMMARY: The Court Administrator is an executive-level position, responsible for the administration of judicial support by providing leadership, planning, direction, and supervision of the operations of the Circuit Court for Charles County. The position is one of high responsibility and utmost confidentiality. This employee implements the vision, mission, and strategic plan of the court and performs any and all executive and administrative duties including but not limited to human resources management; case flow management; records management; fiscal management; statistical analysis and court performance; public relations; library and self-help services; court information services, family, problem-solving court, alternative dispute resolution, and criminal justice programs; jury use and management; technology management; emergency and court security management; judicial policy implementation; and daily operations coordination. Responsibilities include the overall supervision of non-judicial staff and a broad and varied range of court operations and projects. Work requires the application of exceptional interpersonal and problem-solving skills as well as considerable initiative and independent judgment within the framework of an Administrative Judge-Court Administrator management model. Pursuant to Section 2-501 of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, this is an appointed position that serves at the pleasure of, and reports directly to, the County Administrative Judge.

ESSENTIAL FUNCTIONS:

Caseflow Management – managing, coordinating, and evaluating the processes by which courts move cases from filing to disposition including calendar management; monitoring of post disposition activity; assessment of court order compliance; and continuous process evaluation.

Human Resource Management – recruiting, selecting, training, developing, counseling, and mentoring court employees; establishing ethical standards and ensuring impartial diversity practices; administering wage, salary, and performance appraisal and reward systems; and facilitating personnel matters for judicial staff.

Fiscal Administration – preparing court budgets; administering accounting, purchasing, payroll, and financial control functions; acquiring and overseeing grants; and guiding the budget through government review processes.

Technology Management – evaluating opportunities for technologies that expand the capacity of the court system; providing a growing variety of technologies to navigate information systems; providing electronic transmission of and access to data, images, and other files in automated records management and retrieval systems; assessing emerging technologies for video and telecommunications systems, multimedia tools for education, training, and information delivery; leveraging use of the Web and Internet; utilizing courtroom technology and evidence presentation during court proceedings; and implementing other computer-assisted systems that can improve court performance.

Information Management – developing the capacity to deliver information to decision makers at critical events; monitoring system performance to milestones established by the court; informing court system employees of events that are outside performance measures established by the court and triggering the appropriate means of intervention; providing appropriate electronic access to court information for attorneys, litigants, governmental agencies, and the public.

Jury Management – administering the court's jury plan and ensuring compliance with statutes and court policies; managing the jury payroll and summoning budgets; and analyzing jury use and management data for program efficiency and cost-effectiveness.

Facility Management – overseeing the increasingly limited courtroom, hearing room, and other physical spaces to ensure access to all people, and providing adequate room for work and circulation, ultimately to promote public confidence.

Space Planning – managing, anticipating, planning, and preparing for facility and space needs by partnering with facility planners and architects, and assessing actions required for court renovation, remodel, or construction.

Security Management – maintaining a strong collaborative partnership with law enforcement or security personnel and courthouse occupants and being well-versed on the practical standards for a secure court facility.

Intergovernmental Liaison – representing the court and acting as a liaison to other governmental agencies to promote collaboration, integration of systems, and facilitation of change, while maintaining the integrity of the court as a separate but equal branch of government.

Community Relations and Public Information – promoting productive media relations, acting as a point of contact for the release of information to the media and the public; collecting and publishing data on pending and completed judicial business and internal functions of the court system; and facilitating or developing appropriate outreach programs for the court’s jurisdiction.

Research and Advisory Services – identifying organizational and management opportunities for improvement by recommending and implementing procedural and administrative changes and conducting program and project management.

Emergency Preparedness and Business Continuity – ensuring that leadership and governance as well as processes and protocols are in place to prevent or prepare for, respond to, and recover from any threat, emergency, or disaster, to guarantee critical court operations can occur; ensuring that the court has continuity of operation, with plans in place, in the event of a pandemic, business interruption, or natural disaster affecting court operations.

Succession Planning – preparing and identifying skills and talent for future court leaders; facilitating staff acquisition of both academic and practical experience; managing, planning, and mentoring staff to obtain the needed skill sets to be prepared to assume future court leadership and roles.

Keeping the Audio Record – ensuring that court files and court actions, whether through official court reporters or other recording actions on the proceedings and outcomes of cases are maintained, secured, and accessible.

Performance Management and Court Accountability – compiling, using, and publishing appropriate measures on court system performance to include metrics, statistics, and trend data, while recognizing the duty to balance efficient and cost-effective operations with service demands and the fair administration of justice.

Project Leadership and Oversight – providing leadership through project management for new and existing court-based programs, judicial committees, or organizations.

Strategic Planning - formulating short-term and long-term strategic plans; establishing goals, objectives, and action plans; and reviewing legislation and other trends that impact court operations and devising the court’s course of action.

These essential functions list the major duties and requirements of the job and are not all-inclusive. They do not prescribe or restrict additional various diversified tasks and assignments that may be required.

KNOWLEDGE, SKILLS, AND ABILITIES: Available to work a full-time schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to frequently accommodate deviations from the standard workday. Knowledge of the Annotated Code of Maryland and Maryland Rules with the capacity to interpret and apply court rules, laws, and procedural requirements as they relate to court operations, procedures, and functions and the use of legal research methods. Versed in modern public or court administration practices and procedures demonstrated by experience with their implementation. Proficient with principles and practices of employee supervision including selection, task planning, organization, performance review, work product evaluation, discipline, and employee training. Self-motivation and initiative to consistently exhibit forward-thinking vision, independently design program enhancements, and execute duties with sound judgement and minimal supervision. Adept at planning, organizing, coordinating, and administering effective, sustainable programs and evaluating progress towards interim and long-term strategic plan goals and timelines. Talent to define problems, collect and analyze data, establish facts, draw valid conclusions, and translate experience into viable solutions. Knowledge of the principles and practices of budget management, analysis, and administration with mastery of auditing and financial management methods. Ability to quickly interpret, evaluate, and apply complex concepts and technical jargon in the context of inter-related issues, systems, projects, and strategies. Superior writing skills with the versatility to accurately compose, format, and edit a variety of documents with the capability to convey complex concepts in layman’s terms. Excellent oral communication skills to effectively express ideas, recommendations, and presentations clearly and the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence when addressing diverse groups. Detail-oriented with exemplary organizational abilities including time management, workload prioritization, and record-

keeping accuracy. Perform well under pressure to meet established timelines and goals with the ability to instantly adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Even temperament, tact, professionalism, and strong interpersonal communication skills to effectively build and maintain professional relationships, facilitate productive discussions, create consensus, and work well with others in a diverse, team-oriented environment. Ability to understand, promote, and model high ethical standards and demonstrate respect for the confidentiality requirements and loyalty entrusted by judicial appointment to the position. Demonstrated proficiency with Microsoft Office Suite (especially Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Publisher), Windows, Outlook, virtual meeting platforms, with an aptitude for learning software programs related to various court administration, case management, finance, and grant functions.

EDUCATION: Requires a Bachelor's degree from an accredited college or university in business, public, or court administration; criminal justice; pre-law; or other legal related field AND five (5) years of relevant, progressively responsible experience in a legal justice system, inclusive of a program or personnel management role OR any combination of education above a high school level and employment experience equivalent to ten (10) years from which comparable knowledge, skills and abilities have been achieved.

A Master's degree in business, public, court administration; criminal justice; pre-law; or other legal related field. Current enrollment or successful completion of the National Center for State Courts' Institute for Court Management Certified Court Manager, Certified Court Executive, or Fellows Certification Programs. Juris Doctor from an accredited law school with knowledge of the Maryland court system. A significant record of management responsibility for strategic planning, budget, project management, grants, and human resources. Experience using Maryland's electronic case management system and applying Maryland Case Time Standards. Effective work experience with elected officials, legal system boards, and community agencies. (Desired Qualifications)

Candidate must have commensurate education, training and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.

Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans.

Individuals interested in applying for the Court Administrator position may do so by accessing the Charles County Government website: <https://www.governmentjobs.com/careers/charlescountymd>. Alternatively, one's application packet may be mailed or hand-delivered to the Circuit Court for Charles County, Maryland, Attention: Deborah W. Zrioka, Court Administrator, 200 Charles Street, La Plata, Maryland 20646.

Charles County Circuit Court is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.