

Essential Job Duties

Employee Name: _____
 Job Title: **Court Administrator**
 District/County: _____
 Department: _____
 Position Number: _____

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

<p>Human Resources and Personnel Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruiting and hiring <input type="checkbox"/> Managing timesheets <input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation <input type="checkbox"/> Handling grievances and complaints <input type="checkbox"/> Making staffing recommendations (number of personnel, distribution of personnel, etc.) <input type="checkbox"/> Ensuring staff coverage on a daily basis <input type="checkbox"/> Developing and implementing employee training and development <input type="checkbox"/> Evaluating employees <input type="checkbox"/> Disciplining employees <input type="checkbox"/> Managing employee leave <input type="checkbox"/> Providing guidance and information to staff <input type="checkbox"/> Resolving conflicts <p>_____</p> <p>_____</p>	<p>Fiscal and Budget Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Managing temporary position hours <input type="checkbox"/> Purchasing <input type="checkbox"/> Preparing and managing grants <input type="checkbox"/> Preparing personnel budget requests for submission to the Supreme Court <input type="checkbox"/> Preparing and justifying county budget <input type="checkbox"/> Reporting county budget to state <input type="checkbox"/> Managing contracts <input type="checkbox"/> Facilities and space management <input type="checkbox"/> Managing accounts payable and receivable <input type="checkbox"/> Managing training budget <p>_____</p> <p>_____</p>	<p>Technology Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinating technology between departments or courts <input type="checkbox"/> Assessing technology needs <input type="checkbox"/> Managing technology training <input type="checkbox"/> Obtaining technology funding <input type="checkbox"/> Evaluating and selecting systems and lease and purchase arrangements <input type="checkbox"/> Maintaining web page <p>_____</p> <p>_____</p>	<p>Public Relations Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conducting or coordinating public presentations or tours <input type="checkbox"/> Managing media coordination and access, including press releases and rule enforcement <input type="checkbox"/> Acting as liaison with agencies, community, bar, and legislators <input type="checkbox"/> Communicating court's interests and positions and judicial policies <input type="checkbox"/> Informing chief judge of issues and conflicts <input type="checkbox"/> Serving as information resource to public, court, staff and OJA, including employee newsletter <p>_____</p> <p>_____</p>
		<p>Planning and Programs Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinating programs among court departments <input type="checkbox"/> Coordinating programs with county <input type="checkbox"/> Coordinating programs with state <input type="checkbox"/> Coordinating with other agencies and programs <input type="checkbox"/> Planning facilities needs <p>_____</p> <p>_____</p>	<p>Administrative Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning and coordinating court security with law enforcement <input type="checkbox"/> Caseflow management and reporting (time limits enforcement, etc.) <input type="checkbox"/> Representing court on state, district and local committees <input type="checkbox"/> Overseeing agencies and programs, (ADSAP, etc.) <input type="checkbox"/> Coordinating court operations (clerks, CSOs, etc.) <input type="checkbox"/> Assuring full and equal access to court (ADA, diversity issues, etc.) <p>_____</p> <p>_____</p>

I have reviewed the duties for this position and I have designated the duties which are essential.

Supervisor Signature _____ Date _____

Appointing Authority _____ Date _____