

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(mm/dd/yy)

## Kansas Judicial Branch Court Administrator Job Duties Worksheet

Prior to updating the position description for the Court Administrator, both the Chief Judge and the Court Administrator should *independently* review the following list of job duties. Place the letters *n/a* in the *not applicable* column next to any duties that will not be part of the Court Administrator's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the Court Administrator performed during the evaluation period that are not listed. After the Chief Judge and Court Administrator have each reviewed the list, they should meet and resolve any discrepancies prior to the Chief Judge evaluating the Court Administrator's performance.

*Not  
Applicable*

Duties

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**Human Resources and Personnel Duties**

- \_\_\_\_\_ Recruiting and hiring
- \_\_\_\_\_ Managing timesheets
- \_\_\_\_\_ Completing, submitting and maintaining other personnel and payroll documentation
- \_\_\_\_\_ Handling grievances and complaints
- \_\_\_\_\_ Making staffing recommendations (number of personnel, distribution of personnel, etc.)
- \_\_\_\_\_ Ensuring staff coverage on a daily basis
- \_\_\_\_\_ Developing and implementing employee training and development
- \_\_\_\_\_ Evaluating employees
- \_\_\_\_\_ Disciplining employees
- \_\_\_\_\_ Managing employee leave
- \_\_\_\_\_ Providing guidance and information to staff
- \_\_\_\_\_ Resolving conflicts

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**Fiscal and Budget Duties**

- \_\_\_\_\_ Managing temporary position hours
- \_\_\_\_\_ Purchasing
- \_\_\_\_\_ Preparing and managing grants
- \_\_\_\_\_ Preparing personnel budget requests for submission to the Supreme Court
- \_\_\_\_\_ Preparing and justifying county budget
- \_\_\_\_\_ Reporting county budget to state
- \_\_\_\_\_ Managing contracts
- \_\_\_\_\_ Facilities and space management
- \_\_\_\_\_ Managing accounts payable and receivable
- \_\_\_\_\_ Managing training budget

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**Technology Duties**

- \_\_\_\_\_ Coordinating technology between departments or courts
  - \_\_\_\_\_ Assessing technology needs
  - \_\_\_\_\_ Managing technology training
  - \_\_\_\_\_ Obtaining technology funding
  - \_\_\_\_\_ Evaluating and selecting systems and lease and purchase arrangements
  - \_\_\_\_\_ Maintaining web page
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## Court Administrator Job Duties Worksheet

Not  
Applicable

Duties

**Planning and Programs Duties**

- \_\_\_\_\_ Coordinating programs among court departments
- \_\_\_\_\_ Coordinating programs with county
- \_\_\_\_\_ Coordinating programs with state
- \_\_\_\_\_ Coordinating with other agencies and programs
- \_\_\_\_\_ Planning facilities needs

**Public Relations Duties**

- \_\_\_\_\_ Conducting or coordinating public presentations or tours
- \_\_\_\_\_ Managing media coordination and access, including press releases and rule enforcement
- \_\_\_\_\_ Acting as liaison with agencies, community, bar and legislators
- \_\_\_\_\_ Communicating court's interests and positions and judicial policies
- \_\_\_\_\_ Informing chief judge of issues and conflicts
- \_\_\_\_\_ Serving as information resource to public, court, staff and OJA, including employee newsletter

**Administrative Duties**

- \_\_\_\_\_ Planning and coordinating court security with law enforcement
- \_\_\_\_\_ Caseload management and reporting (time limits enforcement, etc.)
- \_\_\_\_\_ Representing court on state, district and local committees
- \_\_\_\_\_ Overseeing agencies and programs, (ADSAP, etc.)
- \_\_\_\_\_ Coordinating court operations (clerks, CSOs, etc.)
- \_\_\_\_\_ Assuring full and equal access to court (ADA, diversity issues, etc.)