

KANSAS JUDICIAL BRANCH
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration - original

PART I.

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

PART II. The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

SECTION A. POSITION PURPOSE:

SECTION B. DUTIES:

Instructions: Place the letters *n/a* in the column next to the duties which are not a part of the employee's job responsibilities.

*Not
Applicable*

Duties

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

Not
Applicable

Duties

Fiscal and Budget Duties (cont.)

- _____ Facilities and space management
- _____ Managing accounts payable and receivable
- _____ Managing training budget

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

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
- _____ Caseflow 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.)

SECTION C. SUPERVISORY DUTIES:

List the names, class titles, and position numbers of all persons who are supervised directly by the employee on this position.

Name	Class Title	Position Number
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SECTION D. CERTIFICATION:

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

Signature of Employee

Date

Signature of Chief Judge

Date