

Essential Job Duties

Employee Name: _____
 Job Title: **Court Management Analyst**
 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>Supervision Duties</p> <p><input type="checkbox"/> Developing and implementing employee training and development</p> <p><input type="checkbox"/> Evaluating employees</p> <p><input type="checkbox"/> Disciplining employees</p> <p><input type="checkbox"/> Managing employee leave</p> <p><input type="checkbox"/> Providing guidance and information to staff</p> <p><input type="checkbox"/> Developing policies and recommending procedures</p> <p><input type="checkbox"/> Supervising necessary cross-training</p> <p><input type="checkbox"/> Serving as court administrator in his or her absence</p> <p>_____</p> <p>_____</p>	<p>Fiscal and Budget Duties</p> <p><input type="checkbox"/> Purchasing</p> <p><input type="checkbox"/> Preparing and managing grants</p> <p><input type="checkbox"/> Preparing vouchers on a timely basis</p> <p><input type="checkbox"/> Preparing financial reports for annual audit</p> <p><input type="checkbox"/> Preparing and monitoring budgets</p> <p><input type="checkbox"/> Administering local ADSAP fund</p> <p><input type="checkbox"/> Representing court on county board for bids and contracts</p> <p><input type="checkbox"/> Making budgetary recommendations</p> <p><input type="checkbox"/> Evaluating lease and purchase arrangements for systems</p> <p><input type="checkbox"/> Selecting lease and purchase arrangements for systems</p> <p>_____</p> <p>_____</p>	<p>Strategic Planning Duties</p> <p><input type="checkbox"/> Planning for future technology needs</p> <p><input type="checkbox"/> Planning for future space needs</p> <p><input type="checkbox"/> Planning for future personnel needs</p> <p><input type="checkbox"/> Planning for future equipment needs</p> <p><input type="checkbox"/> Conducting workflow and procedural analyses to ensure and improve efficiency</p> <p><input type="checkbox"/> Serving as liaison for remodel and other building projects</p> <p>_____</p> <p>_____</p>	<p>Public Relations Duties</p> <p><input type="checkbox"/> Serving as information resource to public, court, staff and OJA</p> <p><input type="checkbox"/> Making presentations to county commission</p> <p>_____</p> <p>_____</p>
<p>Human Resources and Personnel Duties</p> <p><input type="checkbox"/> Recruiting and hiring</p> <p><input type="checkbox"/> Managing timesheets</p> <p><input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation</p> <p><input type="checkbox"/> Handling grievances and complaints</p> <p><input type="checkbox"/> Making staffing recommendation (number of personnel, distribution of personnel, etc.)</p> <p><input type="checkbox"/> Ensuring staff coverage on a daily basis</p> <p><input type="checkbox"/> Preparing personnel budget requests for submission to the Supreme Court</p> <p>_____</p> <p>_____</p>	<p>Court Duties</p> <p><input type="checkbox"/> Preparing annual reports and statistics (cases, pro tem, ADSAP)</p> <p><input type="checkbox"/> Managing facilities (records storage, scheduling courtrooms, custodial, space, etc)</p> <p><input type="checkbox"/> Tracking cases</p> <p><input type="checkbox"/> Compiling statistics on cases</p> <p><input type="checkbox"/> Ensuring timely disposition of cases</p> <p><input type="checkbox"/> Preparing notice of intended dismissals in special cases</p> <p>_____</p> <p>_____</p>	<p>Technology Duties</p> <p><input type="checkbox"/> Coordinating technology between departments or courts</p> <p><input type="checkbox"/> Assessing technology needs</p> <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 _____