

Name: _____

Date: _____
(mm/dd/yy)

Kansas Judicial Branch Court Management Analyst Job Duties Worksheet

Prior to updating the position description for the employee, both the rater and the employee 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 employee's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the employee performed during the evaluation period that are not listed. After the rater and employee have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the employee's performance.

<i>Not Applicable</i>	Duties
	Supervision Duties
_____	Developing and implementing employee training and development
_____	Evaluating employees
_____	Disciplining employees
_____	Managing employee leave
_____	Providing guidance and information to staff
_____	Developing policies and recommending procedures
_____	Supervising necessary cross-training
_____	Serving as court administrator in his or her absence
	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
_____	Preparing personnel budget requests for submission to the Supreme Court
	Fiscal and Budget Duties
_____	Purchasing
_____	Preparing and managing grants
_____	Preparing vouchers on a timely basis
_____	Preparing financial reports for annual audit
_____	Preparing and monitoring budgets
_____	Administering local ADSAP fund
_____	Representing court on county board for bids and contracts
_____	Making budgetary recommendations
_____	Evaluating lease and purchase arrangements for systems
_____	Selecting lease and purchase arrangements for systems

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Not Applicable	Duties
	Strategic Planning Duties
_____	Planning for future technology needs
_____	Planning for future space needs
_____	Planning for future personnel needs
_____	Planning for future equipment needs
_____	Conducting workflow and procedural analyses to ensure and improve efficiency
_____	Serving as liaison for remodel and other building projects
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	Court Duties
_____	Preparing annual reports and statistics (cases, pro tem, ADSAP)
_____	Managing facilities (records storage, scheduling courtrooms, custodial, space, etc)
_____	Tracking cases
_____	Compiling statistics on cases
_____	Ensuring timely disposition of cases
_____	Preparing notice of intended dismissals in special cases
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	Public Relations Duties
_____	Serving as information resource to public, court, staff and OJA
_____	Making presentations to county commission
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	Technology Duties
_____	Coordinating technology between departments or courts
_____	Assessing technology needs
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