

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: _____
 Job Title: **Court Management Analyst**
 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 part of the employee's job responsibilities.

<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
_____	_____
_____	_____

Not
Applicable

Duties

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

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

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

Public Relations Duties

- _____ Serving as information resource to public, court, staff and OJA
- _____ Making presentations to county commission

Technology Duties

- _____ Coordinating technology between departments or courts
- _____ Assessing technology needs

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 supersedes 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)

Employee Signature

Date

Rater Signature

Date

Appointing Authority Signature

Date