

Jackson County Government
CIRCUIT COURT ADMINISTRATOR/SUPERIOR COURT

APPLY ONLINE AT: <https://secure4.saashr.com/ta/6011041.careers?CareersSearch>

Base Pay \$82204.63 - \$123307.10 / Year

Employee Type Full-Time

Human Resources

Phone 706-367-6316

Email HRDG@jacksoncountygov.com

Description

JACKSON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CIRCUIT COURT ADMINISTRATOR/SUPERIOR COURT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide a broad range of management and administrative services to the Superior Court and limited assistance to the Juvenile, State, Magistrate, and Probate Courts. Duties and responsibilities include, but are not limited to supervising assigned staff, designing, developing, and monitoring court budgets, programs, grants, technology, and case management systems for the Courts.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages operations between the courts and all administrative departments, including but not limited to, Human Resources, Information Technology, and Finance. Communicates regularly with department directors about changes in procedure and services, implementation of new processes, and day-to-day operational needs.

Assists in the preparation, presentation, and management of annual operating budgets for the Courts. May negotiate contracts, manage purchasing procedures, and manage inventory controls.

Supervises and evaluates assigned staff, addresses all employee concerns, directs work assignments.

Manages specialized court-related activities related to specialty courts, probation, indigent defense, community work programs, community-based diversion programs, and others as assigned by the Courts.

Serves as liaison on behalf of the courts to elected officials, state and federal agencies, and non-profits.

Provides public information on the operations of the Courts and acts as media liaison for the Courts.

Coordinates activities and policies in regard to interpreter usage, persons with disability accommodations, and court security.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Criminal Justice or a closely related field from an accredited college or university with a minimum of five years of progressively responsible experience in judicial or government administration, or a Master's degree in Public Administration, Criminal Justice or a closely related field, and a minimum of three years of progressively responsible experience in judicial or governmental administration. Specialized training by the Institute of Court Management, Georgia Council of Court Administrators, National Association for Court Management or comparable organization.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of policies, procedures, and activities of the various courts as they pertain to the performance of duties relating to the position.

Knowledge of criminal and civil justice systems, courts, Georgia Court Rules and Procedures, legal terminology and procedures and methods as required in the performance of duties.

Ability to maintain effective working relationships and communicate effectively with judges, attorneys, court personnel, jurors, law enforcement officials, county governing officials, and the public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.