

# Market Range Detail - Justice System Administrator

## Effective Date

January 19, 2015

## Market Range Title Description

Positions in this market range title are responsible for a broad range of activities in the overall planning, direction, and management of multiple, large, court-wide operational functions and programs in Superior Court or Clerk of the Court. Work is typically performed under the direction of a Deputy Director – Superior Court or Deputy Director – Clerk of the Court.

Positions assigned to this market range title are distinguished from those assigned to the Justice System Manager in that the former exercises more independence, discretion, long-range strategic planning, and decision making over multiple, court-wide programs and functions typically at more than one court facility. Work is accomplished through a subordinate staff of Justice System Managers and Justice System Supervisors. Placement in this MRT is based on a number of factors including, but not limited to, scope, size, and complexity of court functions, size and type of staff supervised, and size and number of court locations.

Job duties vary based on assigned operational court function, but typically include: managing all hiring decisions, performance, and disciplinary actions; developing and directing the implementation of operational policies, procedures, and strategies that ensure efficient, effective, and timely administration of cases; handling complex and sensitive court issues and public contact issues; leading special projects assigned by court management; developing case management plans; participating in department strategic planning including: developing goals, analyzing service delivery and developing strategies to improve results, and providing operational statistics, reports, and recommendations to management; managing case flow ensuring that cases are in compliance with court rules, court orders, and statutory reporting requirements within designated timelines; overseeing the development, maintenance, and preparation of budgets; reviewing and analyzing legislative changes for impact and recommending and implementing changes; coordinating processes and resources among court functions; researching, recommending, and implementing best practice standards; preparing Administrative Orders; drafting proposed court rules and statutory changes; representing the Court in meetings including appearing in Court as necessary; interacting with judges, judicial officers, attorneys, the Presiding Judge, and other administrators on a regular basis.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$33.57	\$44.66	\$55.74

## Likely Minimum Qualifications

- Bachelor's degree in judicial, business, or public administration or related field
- Six years of professional administration experience including at least three years of directly related supervisory and/or management experience
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Courtroom Services Administrator
- Customer Service Administrator
- Justice System Administrator

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.