

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



**Circuit Court Of Jackson County, Missouri
Vacant Position
Date: 09/08/2022
Posting No.: 2022231**

Position Title:	Court Administrator	Position No.:	7000
Department:	Court Administrator's Office - Administration		
Work Location:	415 East 12th Street - Kansas City MO		
Work Hours:	8:00 a.m. - 5:00 p.m. Monday thru Friday		
Salary:	County Paid Position - Exempt Grade 131 - \$108,048 - \$162,072 Annually		

Salary Range For Internal/Rehire Applicants: - Annually.

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO EPICOR ESS (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes)

Employment Specialist: **Jannice Okoye**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 10/31/2022

POSITION PURPOSE AND EXAMPLES OF WORK:

This is highly responsible administrative and management work involving the overall management, and leadership of a large metropolitan Trial Court.

- Provides vision, leadership, guidance, decisions, policy, support, and resources to the Court to ensure the effective and efficient delivery of justice and access to justice to the citizens of Jackson County, MO.
- Work involves planning, organizing, directing, coordinating and monitoring, through the use of deputy court administrators and department directors, the activities of the Court and support personnel.
- Work is performed under the general direction of the Presiding Judge and the Court en banc and is reviewed on the basis of conferences, written reports and work results.
- Acts as a primary contact between the Court and the Office of the State Courts Administrator and Jackson County government.

MAJOR DUTIES:

- The Court Administrator is responsible to fulfill all duties of the Court Administrator and Circuit Clerk as delineated in Chapters 478 and 483, R.S.Mo, for assisting the Court and Presiding Judge in fulfilling the responsibilities of the Court pursuant to Article V, the Constitution of the State of Missouri, and for fulfilling the responsibilities as outlined in Article VI. Court Administration, Constitutional Home Rule Charter, Jackson County, MO.
- The Court Administrator is designated the Appointing Authority of all non-judicial personnel of the consolidated Circuit Court and has general supervisory control over all non-judicial personnel of the consolidated Circuit Court. Also responsible for directing and coordinating the daily operation of the administrative, circuit clerk and civil process functions of the Court, which includes court operations, fiscal management, human resources, jury management, information technology systems, facilities, court services, and records management as well as Family Court Services operations; ensure all court operations are conducted in an efficient, economical and ethical manner.
- Formulate and implement court policy and procedures through the direct supervision of upper

management personnel.

- Review and evaluate new legal requirements, laws and legislation affecting court programs, functions and responsibilities.
- Review organization structure, methods and procedures, court rules and statutes, case flow, records, space and equipment management and computerized applications.
- Prepare reports of findings and makes recommendations for change or improvement and/or develop procedures to carry forward changes.
- Establish and direct strategic initiatives of the court and develop action plans to develop court resources to achieve goals and objectives.
- Provide direct and indirect assistance to Court en banc and committees.
- Communicate and work in strong and constructive collaboration with local and state governmental and professional entities and personnel.
- Respond to complaints from the public, law enforcement, attorneys and other individuals.
- Coordinate with Judges, attorneys, outside organizations and agencies in an effort to provide efficient service to clients.
- Represent the Court to the public and private sector and the media.
- Prepare reports and disseminate information as necessary for internal staff, the Judges and the public, and perform related work as required.

SUPERVISION OF: May instruct all levels of staff on specific projects or tasks.

SUPERVISION BY: Work is performed under the general supervision of a Presiding Judge, and is reviewed through personal consultation, observation and results obtained.

PRIMARY EQUIPMENT, TOOLS AND MATERIALS USED: Computer, telephone, copier/printer/scanner/fax, keys, various reports and forms, computer generated or handwritten.

MINIMUM EDUCATION AND EXPERIENCE:

(Education above the minimum stated may be substituted for up to two (2) years of the required experience; professional experience at the management level may be substituted on a year for year basis for the required education.)

EDUCATION: Bachelor's Degree; or equivalent combination of education and experience. Master's degree in Court Administration, Public Administration, Business Administration or a related field, or Juris Doctorate is strongly preferred.

PREFERRED EXPERIENCE: Eight to ten years of increasingly responsible management experience, inclusive of five years of experience in government or court-related management. Some management experience must be gained from work in a large organization.

SPECIAL REQUIREMENTS:

- Must submit to and pass criminal background check as prescribed by the Courts.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

KNOWLEDGE, SKILLS, AND ABILITIES: *(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)*

- Extensive knowledge of administrative functions and areas including but not limited to government budgeting, fiscal operations, records management, human resources, and information services.
- Extensive knowledge skill and ability in administrative techniques, including management, organization, budgeting and staffing principles

- Considerable proven ability to analyze problems and formulate recommendations and solutions and the ability to provide and demonstrate strong leadership, change management and teamwork skills.
- Considerable knowledge of trial court operations preferred.
- Strong written, verbal and interpersonal communication skills.
- Ability to perform duties with strict observance of ethics and professional responsibility incumbent upon the public sector.
- Ability to work well under pressure, often meeting multiple and conflicting time constraints and deadlines.
- Ability to organize, direct, and coordinate administrative activities in a manner conducive to full productivity.
- Ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures.
- Have experience with government budgeting including the concept of zero based budgeting.
- Demonstrate the ability to fully evaluate the effectiveness of programming and services in order to develop budget strategies, and prioritize the funding activities of the Court while strategically planning for future budgetary needs.
- Ability to oversee the entire budget cycle from planning to approval to execution over a multi-year time period, including presenting recommended proposed budgets to the Court's Budget and Audit Committee and to the Court en banc, as well as negotiate proposed budgets with the County government officials.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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