

**Alaska Court System
Class Specification**

ADMINISTRATIVE DIRECTOR

Range: EX (see AdR 2(b))

EEO4: 01

SOC: 11-1011

Class Code: C0007

According to the Alaska Rules of Court, 1999-2000 Main Edition, Rules of Administration, Rule 1, the following are the duties in compliance with the Supreme Court policy:

Supervise the administrative operation of the judicial system;

Establish the administrative methods and systems to be employed in the offices of the clerks and other offices of the courts;

Periodically inspect and examine the administrative methods and systems in use and make recommendations to the Chief justice for the improvement of such administrative methods and systems;

Establish a system of prescribed accounting practices for all courts;

Examine the state of the calendars of all courts, determine the need for assistance by any court and confer with the justices and judges on the status of their calendars and administrative matters;

When authorized by the Chief Justice, make assignments of judges to other judicial districts where the courts are in need of assistance and where the judge consents to the assignment;

When directed by the Supreme Court, prescribe methods for the assignment and calendaring of cases in the superior or district court in any court location;

Collect and compile statistical and other data and transmit copies of the same to the Supreme Court to the end that proper action may be taken in respect thereto;

Prepare budget estimates of state appropriations necessary for the maintenance and operation of the judicial system and submit the budget request, as approved by the Supreme Court, to the legislature;

Draw all requisitions requiring the payment of state monies appropriated for the maintenance and operation of the judicial system;

Collect statistical and other data and make reports relating to the expenditure of public monies for the maintenance and operation of the judicial system and the offices connected therewith;

Obtain reports from presiding judges, area court administrators, and clerks of court in accordance with the requirements of the Supreme Court on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to the Chief Justice and the Supreme Court;

Formulate and submit to the Chief Justice and the Supreme Court recommendations of policies for the improvement of the judicial systems.

Be legal advisor for the Chief Justice and the Supreme Court in all legal matters not adjudicatory in nature, such as:

Preparation of memoranda on statutes, which may affect the judiciary;

Drafting of rules of practice, procedure, and administration;

Conducting and supervising research on procedure and court administration;

Instruction of court personnel concerning rules or statutes governing ministerial and other non-adjudicatory duties;

Preparing of syllabi for the basic legal instruction of magistrates and other lay personnel;

Providing for the publication, annotation, and editing of revisions and supplements to the Alaska Rules of Court;

Rendering legal opinions in any non-adjudicatory matters as directed from time to time by the Chief Justice;

Adopt and publish procedures to govern the procurement of supplies, services, professional services, and construction by the judicial branch; and

Attend to such other matters as may be assigned by the Chief Justice.

(Adopted by SCO 412 effective July 1, 1980; amended by SCO 554 effective April 4, 1983; by SCO 802 effective nunc pro tunc July 1, 1985; and by SCO 1153 effective July 15, 1994).