

**Alaska Court System  
Class Specification**

AREA COURT ADMINISTRATOR I

Range: 22

EEO4: 01

SOC: 11-1021

Code: C4201

**Definition:**

The Area Court Administrator I plans, implements, directs, and monitors all non-judicial activities, operations, and training of the trial courts within the Second Judicial District.

**Distinguishing Characteristics:**

Area Court Administrators (ACA) are responsible for the planning, implementation, direction, and monitoring of all non-judicial activities within a judicial district.

The ACA I performs a combination of duties typically assigned to an Area Court Administrator and a Rural Court Training Assistant.

An ACA I manages the Second Judicial District. An ACA II manages the First Judicial District and Fourth Judicial District. An ACA III manages the Third Judicial District.

Complexity of Tasks: Under the general direction of the Presiding Judge, the ACA I is responsible for the implementation of policies and procedures necessary to (1) effectively administer the trial courts within the district, and (2) provide training to court personnel.

Independent Judgment: The ACA I requires a high degree of independent judgment in order to develop alternatives to resolve local administrative problems, analyze facts, and apply sound fiscal, personnel, and management policies.

Supervision Received: The ACA I receives general supervision from the Presiding Judge.

Supervision Exercised: The ACA I directly supervises Clerks of Court and other designated non-judicial employees of the second judicial district.

Selection: An ACA will be appointed from a list of qualified candidates provided by the Administrative Director. Appointments will be made by the Presiding Judge provided that the superior and district court judges of the judicial district collectively concur with the appointment by at least a two-thirds majority vote.

**Examples of Duties:**

As Area Court Administrator:

Under the direction of the Presiding Judge, coordinate and manage all court locations within the district. Perform duties required by the Presiding Judge, by statute, court rule, Supreme Court order, or administrative directive.

Plan, develop, and implement long and short-range policies, goals, objectives and priorities for the district's trial courts. Develop policies related to court coverage; facility use; human resources; financial resources; strategic planning and the establishment of district goals and objectives. Perform non-judicial activities not essential to the determination of cases and controversies at law.

Conduct strategic review of operations through observation or analysis of data to identify trends and recommend adjustments in staffing, budget allocation, and facility use.

Communicate district objectives through training; develop tools and resources to assist employees in meeting district objectives.

Prepare and submit a district budget. Make recommendations to the Presiding Judge on staffing levels, office space, and equipment. Monitor the financial management of the district and assure that actions taken are in accordance with the budget plan.

Responsible for case flow management. Analyze, evaluate, monitor and prescribe methods for the assignment and calendaring of cases; including the temporary assignment, within the district, of judicial and non-judicial level. Identify problems and recommend procedural or administrative improvements to court service.

Appoint or delegate the appointment of all non-judicial personnel within the judicial district in accord with Alaska Court System Personnel Rules. Ensure effective and efficient management of personnel resources including recruitment, training, evaluation, counseling, discipline, and termination of court system employees. Ensure that current position descriptions are accurate and current, and that employees perform duties consistent with their job classifications.

Establish performance measures and follow up to ensure performance expectations are met. Take personnel actions, as appropriate, to ensure standards are met. Prepare performance evaluations for Clerks of Court and others under direct supervision. Review draft evaluations prepared by Clerks of Court and other supervisors.

Serve as liaison for the trial court with various public and private organizations, individuals, and other government agencies within the district. Develop ongoing professional relationships with key community members (police, city managers, mayors, native associations); periodically survey community members regarding community needs and the court's role in the community. Contact community members during vacancies of Clerk of Court or Magistrate Judge positions. Survey community members about the services provided by the court system; devise a hiring plan to best fulfill the needs of the community in hiring new personnel. Provide substantive input into the hiring of Magistrate Judges.

Investigate personnel complaints from community members. Prepare written reports and make decisions on such complaints in consultation with Human Resources. Adjust or rewrite policies or procedures as a result of new information received in the investigation.

In conjunction with the office of the Administrative Director, participate in the design and implementation of management information systems. This includes the collection, analysis and evaluation of data produced by these systems.

Be responsible for adequate training in accounting procedures; case scheduling; civil, criminal, and minor offense case processing; case management; personnel management; office organization, record management; and customer service.

Establish district and individual training plans for court clerical staff. Ensure training plans are completed and on schedule. Research effective training methods and design training programs for staff. Prepare instructional training materials for court staff. Coordinate with administrative training staff and RCTAs when preparing and presenting new or revised training material.

Review new or revised statewide court procedures for applicability to rural court clerical, administrative, and accounting functions. Disseminate new procedures and prepare memos for proper implementation of new procedures. Ensure proper implementation of policies during court visits. During visits to each court, independently review court functions and procedures for compliance with court system rules, policies, and procedures. Implement immediate changes in procedures as necessary.

In cooperation with magistrate services and district training judges, train rural court magistrate judges in administrative and clerical responsibilities. Assist training judges in implementing individual and district training plans for magistrate judges and deputy magistrates. Provide input to the training judge on rural court magistrate judges' clerical performance for annual evaluation.

Assist magistrate services in planning statewide magistrate judge conferences. Identify training needs, assist in the design of agenda, coordinate presenters, notify participants, distribute information to participants, and present training.

Recommend changes to court system rules, policies, and procedures.

Assess performance of court staff. Implement personnel actions to ensure compliance with court policies.

Plan and facilitate monthly teleconferences with Clerks of Court.

As RCTA:

Train users in trial court case management systems, Windows programs, and digital audio recording system. Train and assist users in creating reports from the trial court case management system.

Conduct annual audit of case management tasks performed by clerical staff in each court within the district.

Participate on technology committees and assist with committee projects and assignments.

Serve as acting clerk of court or deputy magistrate during clerical or judicial vacancies or extended absences.

Serve on the statewide planning committee for the annual clerk of court conference; identify training needs; prepare and present training materials.

Participate in magistrate judge teleconferences to provide information on administrative or clerical responsibilities.

**Knowledge, Skills, Abilities:**

The ACA I requires knowledge of:

- The laws, policies, procedures, rules, and regulations governing operation of the trial courts;
- The broad range of operational issues and problems of the trial courts;
- Research and analytical methods and tools;
- Management principles and practices, including personnel, fiscal, data processing, facilities, property, records, and information management;
- The functions, organization and processes of judicial systems; and
- Legal terminology, procedures, and documents encountered in the work.

The ACA I requires the ability to:

- Plan, develop and recommend and implement new policies and procedures on both a long and short-term basis;
- Direct, advise, guide, and motivate subordinates to meet goals and objectives;
- Work independently in the absence of supervision to administer and manage organizational services; and
- Analyze situations and adopt effective courses of action.

The ACA I requires skill in order to:

- Effectively communicate with internal and external customers in both a rural court environment and statewide administration;
- Establish and maintain cooperative working relationships with others;
- Analyze policy and procedure issues, and recommend and implement solutions; and
- Deal with a wide variety of people and be tactful and adept.

**Minimum Qualifications:**

Two years of advanced administrative and supervisory experience equivalent to a Clerk of Court III, Chief Deputy Clerk, Rural Court Training Assistant II, Court Supervisor III, or Court Supervisor IV with the Alaska Court System.

OR

Three years of advanced administrative and supervisory experience in court administration at the state level or in a multi-judge court of general trial jurisdiction.

OR

A bachelor's degree from an accredited college with major coursework in judicial administration, public administration, business administration, or a closely related field AND one

year of professional experience in court administration with the Alaska Court System, another state court system, or a multi-judge court of general trial jurisdiction.

12/08 – Original, WPA

12/10 – Revised codes

02/14 – Revised, remove MQQ's

05/15 – Change SOC code