



City of Peoria

HUMAN RESOURCES

Title: Court Administrator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Presiding Judge.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage all non-judicial activities and staff and provide administrative support to the court. Develops work plans; evaluates and coordinates work processes; represents the presiding judge; improves automation and communication; works with outside courts and agencies; maintains records and reports.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Performs administrative and supervisory management pursuant to direction of the Presiding Judge; manages and monitors work performance of the department; develops policies and procedures to improve court operations; evaluates programs / work objectives and effectiveness; establishes broad organizational goals; realigns work and staffing assignments for the department.
3	Manages intergovernmental agreement, grants, and assigned special programs and projects; conducts research on special projects; reviews new legislation; gathers information; responds to requests and inquiries; develops informational items for elected official approval; coordinates activities with outside agencies.
4	Fiscal Responsibility. Prepares and administers annual budget; forecasts revenues and expenditures; presents proposals for approval; directs the forecast of funds needed for staffing, equipment, materials, services, and supplies; authorizes and monitors expenditures; allocates resources.
5	Maintains agreements and statistics; completes regularly scheduled reports; establishes and monitors agreements and programs; communicates with staff, departments, and outside agencies; compiles and evaluates statistical data regarding efficiency and effectiveness of Court operations; maintains compliance with requirements governing statistical reporting, jury management, accounting and records management, policies and procedures established by the Supreme Court; reports court revenue and expenditures.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, and related software, adding machine.

PROTECTIVE EQUIPMENT REQUIRED:

Protective gloves, sanitizer.