

JOB DESCRIPTION

POSITION: Administrator

DEPARTMENT: Circuit Court/Probation

PURPOSE: The primary purposes of the Administrator is to oversee and coordinate the flow of services and information among litigants, staff, probation, Clerk, state and local offices, and the Judge. The Administrator is under the direct supervision of the Judge, but as well the Chief Probation Officer for matters related to the Probation Department. This employee will serve as floater position for the Court and Probation, covering for any other staff positions during absences. This employee will be cross trained to a minimal level of proficiency in each position in the Court, as well as in the Probation Department and pretrial release. A primary purpose is to oversee court services, specifically pretrial release, mediation, pretrial diversion, infraction deferral, civil community service obligations, and *pro se* litigant resources, while seeking to improve those programs through the application and administration of grants or funding.

SALARY: Administrator Salary, as approved by Salary Ordinance. Employee shall not work overtime or gap time without approval of a Judge. The Administrator is an employee of the Court, which is State Office under the sole direction of the Judge. While benefits and policies are similar to the Warren County Handbook, they are independent and separate from other County employees, as set by the Judge, not the Warren County Employee Handbook. Insurance benefits and payroll mirror Warren County employees.

DUTIES:

I. General

The employee will perform duties assigned primarily by the Circuit Court Judge, or the Judge's designee. The employee's work hours will be Monday through Friday from 8:00 AM until 4:00 PM, excluding lunch and approved holidays with some exceptions, with compensation based upon 40 hours a week, and employees working a minimum of 35 hours each week. The employee will be expected to, occasionally, work earlier or later, including evenings, early mornings, or whenever the needs of the Court and Probation dictate, which **could include weekends** (although rarely). Because this position will administer the pretrial release program, there may be obligations to be on call, for nights, weekends, early mornings, or holidays, to assist with pretrial assessments of incarcerated individuals, which may require overtime or compensatory time, as requested by the employee. The employee is required to attend trainings, which may include overnight lodging at the Court's expense. Pursuant to the *Indiana Code of Judicial Conduct*, the employee is a judicial employee, and at all times be subject to the Code as it regulates judicial employees, including campaigning and office holding restrictions.

II. Primary Duties

- a. Upon arrival to and before leaving work, and routinely throughout the workday, monitor Court email and urgent queues, taking action as needed on items, to insure timely handling.
- b. Assist the Judge in any administrative duties, such as scheduling appointments, planning conference and travel arrangements, screening communication to the Judge, drafting court orders, assisting in meetings, generate the court calendar annually, or attending meetings at the Courthouse.
- c. Oversee and propose improvements to the Court's pretrial release program, working closely with the Judge or designee, while assisting probation officers with and performing independently, any pretrial assessments and due diligence needed for the program.

- d. Be the primary person to greet all walk-in visitors to the Court and assist the Bailiff with juror check-in. Assure litigants are checked in, as needed, and provided necessary litigant forms.
- e. Assist the Bailiff and Probation Secretary in answering incoming calls to the Court and Probation, providing court dates and information to callers, and providing assistance to all walk-in visitors.
- f. Prepare and timely submit any required reports and grant requests on behalf of the Court, including but not limited to Annual ADR Plan Report, Annual/Quarterly ADR Grant Report, grant financial reports, problem solving court grant report, payroll, and the like.
- g. Primarily handle all pleadings and docketing of cases assigned to special judges from foreign jurisdictions, serving as the communication liaison between the Courts' staff, assisting visiting judges to the Court.
- h. Monitor and ensure proper follow-up with all "Follow-up Events" listed in Odyssey and generated on the daily report, including those related to pretrial diversion and infraction deferral cases.
- i. Assist other Court Staff in the daily processing of events coming in to the various queues in Odyssey Task Manager.
- j. File and prepare legal documents with the Court on behalf of Probation Officers.
- k. Perform all other duties assigned by the Judge or Chief Probation Officer, which need to be completed to assist other employees in the efficient operations of the Court and Probation.
- l. Maintain confidentiality of information within the Court and Probation offices.

III. Secondary Duties

- a. Perform court transcription services to assist the Court Reporter, as needed.
- b. Maintain minimum proficiency in other court and probation duties, to fill-in for absent staff employees in the Court and Probation.
- c. Monitoring the security and decorum of the Court and areas adjacent thereto, enforcing the Court's orders for civility and decorum, particularly when the Court is in session or persons present in the areas adjacent to the Court.
- d. As authorized, scheduling hearings as needed, including proceedings supplemental or resetting routine hearings for attorneys and litigants who call in to the Court.
- e. Perform general secretarial duties for the court, insuring coffee and refreshments are in the jury room, monitoring office supplies, light cleaning and organizing of the work space and Court areas, requesting custodial support as needed.