

**Alaska Court System
Class Specification**

RURAL COURT ADMINISTRATOR 3

Range: 18

EEO4: 2

SOC: 13-1151

Class Code: C4206

Definition:

Under general direction, a Rural Court Administrator (RCA) 3 provides managerial and supervisory support to advance the goals and objectives of the judicial district. An RCA 3 also provides training on administrative, technical, and clerical functions to Magistrate Judges, Clerks of Court, and Court Case Managers in rural courts in accounting procedures, personnel management, customer service, case processing, and court management.

Distinguishing Characteristics:

An RCA 3 is distinguished from an RCA 2 by the level of authority, scope of responsibility, complexity of tasks, extensive technical knowledge, nature of community interaction, and percentage of time spent in non-traditional RCA 2 training activities. An RCA 3 may perform non-training duties from 15% to 30% of the time.

Supervision Received: An RCA 3 works under the general direction of an Area Court Administrator (ACA). The incumbent works in cooperation with the Judicial Education Manager and training judges. Supervision is specific in terms of goals and objectives.

Supervision Exercised: An RCA 3 may be required to supervise and train clerical staff and deputy magistrates in rural courts. The incumbent will be responsible for taking appropriate personnel actions in the event of unacceptable performance.

Complexity of Tasks: An RCA 3 participates in the development and implementation of training programs designed to promote more efficient daily operation of the rural courts. Incumbents share management responsibility with the ACA for setting district goals and objectives.

Independent Judgment: An RCA 3 requires a high degree of independent judgment in order to analyze facts and apply sound fiscal, personnel, and management policies.

Examples of Duties:

Serve as a substantive member of the district's management team. Manage the district's trial court operations in the absence of the ACA. Develop policies related to court coverage; facility use; human resources; financial resources; strategic planning and the establishment of district goals and objectives.

Conduct strategic review of operations and efficiency studies 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.

Provide supervisory support in coordination with and in the absence of the ACA.

Assist rural Magistrate Judges and Clerks of Court in resolution of personnel issues which do not create a conflict for those trained by the RCA. May establish performance measures and follow up to ensure performance expectations are met. Take personnel actions, as appropriate, to ensure standards are met. Provide input or prepare draft performance evaluations for Clerk of Court positions.

Make contact with community members during vacancies of Clerk of Court or Magistrate Judge positions. Survey community members about the services provided by the ACS and relay information to the ACA; from these contacts devise a hiring plan to best fulfill the needs of the community in hiring new personnel. Provide substantive input into the hiring of Clerks of Court or rural Magistrate Judges.

Investigate personnel complaints from community members. Prepare written reports and make effective recommendations to the ACA. Adjust or rewrite policies or procedures as a result of new information received in the investigation.

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.

Provide training in accounting procedures; case scheduling; civil, criminal, and minor offense case processing; case management; personnel management; office organization, records management; and customer service.

Provide long distance assistance to rural court staff by acting as a troubleshooter, answering questions, or referring rural court staff to the appropriate source for information.

Establish district and individual training plans for rural court clerical staff. Ensure training plans are completed and on schedule. Periodically assess the ability of employees to continue with training plans as scheduled or make adjustments, as needed.

Review new or revised court procedures for applicability to rural court clerical, administrative, and accounting functions. Disseminate new procedures to rural court staff. Prepare memos for proper implementation of new procedures. Follow through during visits to court locations to ensure proper implementation of policies.

Establish an annual travel calendar after determining district needs in rural courts. Modify the plan as staff turnover occurs.

During visits to rural courts, independently review court functions and procedures for efficiency and compliance with court system rules, policies, and procedures. Implement immediate changes in procedures or make recommendations to the ACA.

Research effective training methods and design training programs for staff.

Prepare instructional training materials for staff. Coordinate with administrative training staff and other RCAs when preparing and presenting new or revised training material.

In cooperation with the Judicial Education Manager 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 the Judicial Education Manager and the ACA in planning statewide and district Magistrate Judge conferences. Identify training needs, assist in the design of agendas, coordinate presenters, notify participants, distribute information to participants, and present training.

Recommend changes to court system rules, policies, and procedures based on review of rural court procedures. Draft recommended changes to procedures for the ACA.

Assess performance of rural court staff. Recommend personnel actions to the ACA and Human Resources to ensure compliance with court policies. Make recommendations on staffing levels for budget purposes.

Assess facility needs and make recommendations for budget processes.

Provide recommendations for equipment needs in rural courts.

Assist the ACA in planning and facilitating monthly teleconferences between the ACA and clerks of court.

Provide technology support to rural courts by responding to user questions. Interpret inquiries to determine if problems are related to hardware, software, or inappropriate action by user. Document and distribute updates to computer systems.

Work with Fiscal Operations to ensure accurate accounting practices through the use of audits and training.

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

Participate on committees or working groups as appropriate and assist with committee projects and assignments.

Keep current on technological advances by attending training seminars offered internally or externally to the court system.

Serve as rural 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's conference; identify training needs and prepare and present training materials.

Participate in Magistrate Judge teleconferences sharing information on administrative or clerical responsibilities.

Travel to rural courts on a regular basis.

Knowledge, Skills, Abilities:

An RCA 3 requires knowledge of:

- The administrative policies and procedures governing rural courts.
- The location, lifestyle, problems, and needs of rural communities.
- The principles of supervision, fiscal control, personnel management, supply distribution and control, efficient reporting and administrative control.
- Judicial procedures, Alaska Statutes, Rules of Court, and court system operations.

An RCA 3 requires skill in:

- Written and oral communication.
- Dealing with situations requiring tact, flexibility, and good judgment.
- Effectively supervising and training others.

An RCA 3 requires the ability to:

- Learn rural court operating needs, priorities, and workflow.
- Analyze policy or procedural problems and recommend and implement solutions.
- Work effectively with court employees and members of the public.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND four years of technical or professional legal work experience with the Alaska trial or appellate courts.

OR

A high school diploma or General Educational Development (GED) certificate AND four years of technical or professional legal work experience with a law firm or justice agency.

OR

A bachelor's degree from an accredited college AND three years of professional experience training or teaching adults.

OR

A high school diploma or General Educational Development (GED) certificate AND five years of professional experience training or teaching adults.

OR

Graduation from an accredited law school AND one year of legal work experience with a law firm or justice agency.

NOTE: The required technical or professional legal work experience with the Alaska Court System is met by service such as a Court Case Manager 1, Court Case Manager 2, Courtroom Judicial Assistant, Chief Deputy Clerk, Clerk of Court, or Rural Court Administrator 1 or 2.

08/04 – Established

09/08 – WPA, MQs

09/09 – Title Change, Class Code Change

02/14 – Remove MQQ's

08/14 – Revised, SOC

01/20 – Revised, Title Change

04/24 – Revised, Duties