



JOB TITLE

Court Administrator

DEPARTMENT

Superior Court, Baldwin County

JOB SUMMARY

This position is responsible for assisting with Jury Management, Processing Superior and State Court Calendars, assisting with Juvenile Court, Interaction with Judicial Staff and Court Staff, maintain Court website, provide clerical and administrative support to the Clerk of Courts.

MAJOR DUTIES

- Organize, process, and distribute court calendars for superior/state courts civil/criminal docket to include update trial calendars and case filings.
- Manage jurors from Baldwin County jury pool and mails jury summons.
- Compiles roll call, panels, and strike list for jury trials.
- Coordinates court work with judges, attorneys, and jurors.
- Records jury attendance; updates jury deferments and legal exemptions from jury duty
- Attends court hearings, and calendar calls as required
- Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information
- Habeas Corpus/Mandamus from Inmates
- Work closely with Superior Court Civil/Criminal, State Court Civil/Criminal and Juvenile staff as well as Judicial Staff
- Process passports and other duties as assigned by the Clerk of Courts

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of state laws and guidelines governing Superior, State and Juvenile Courts.
- Knowledge of court system operations and the formats of various legal documents to be recorded.
- Knowledge of legal terminology and required record-keeping procedures.
- Knowledge of modern office practices and procedures.
- Skill in maintaining complex records and preparing reports.
- Skill in time management
- Skill in operating such standard office equipment as a computer, copy/fax machine, typewriter, and calculator.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Clerk of Superior Court assigns work in terms of general instructions. The work is spot-checked upon completion for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, GCIC regulations, Superior Court, State Court and Juvenile rules and regulations, and county ordinances, policies, and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent changes in rules and regulations contribute to the complexity of the position.
- The purpose of this position is to prepare and maintain complete and up-to-date court records. Successful performance helps ensure accurate and accessible public records and is vital for the preparation, maintenance and reporting of all Superior, State and Juvenile Records.

CONTACTS

- Contacts are typically with co-workers, other county employees, judges, law enforcement officials, attorneys, representatives of various state and private agencies, auditors, vendors and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects. The work is typically performed in an office or courtroom.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the duties associated with Official Code of Georgia Annotated in Superior, State and Juvenile Courts in order to direct and coordinate work. Must have minimum of 5 years of experience with court management.

Qualified persons may apply at

BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to jobs@baldwincountyga.com and wpaul@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES. APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED

BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER