

COURT ADMINISTRATOR
15TH JUDICIAL DISTRICT COURT
Parishes of Acadia, Lafayette and Vermilion

Seeking qualified candidate to provide high level responsible, professional administrative management for the 15th Judicial District Court. The Court Administrator assumes day-to-day responsibilities of court administration as determined by the District Court judges, individually and *en banc*. Position is responsible for maintaining a high degree of independence and accountability, and requires the maintenance of working relationships with key local and state government officials and related entities. Salary dependent upon experience. The Court is an equal opportunity employer.

EDUCATION and EXPERIENCE:

Undergraduate degree in business administration, public administration, or related field. Minimum of five years of management or supervisory experience. Knowledge of state and federal employment laws. Knowledge of and proficiency in applicable software applications including word processing, Excel, Quickbooks, Outlook, Adobe Acrobat, or similar software. Experience in public administration and specific knowledge of relevant areas including court procedures, public fund administration, and judicial and legislative procedures preferred.

DUTIES and RESPONSIBILITIES:

The following list is representative of duties and responsibilities of this position. Duties and responsibilities may change at any time, with or without notice.

Human Resource Management

Assist in facilitating personnel matters for the judiciary, and counseling court employees on various issues (policy, compensation, benefits, etc.). Manage all court-related risk management efforts, including procurement of various insurances. Conduct impartial investigation of complaints, report findings, and counsel as necessary.

Fiscal Administration

Responsible for oversight of all public funds managed by the Court. With assistance of support staff, administer accounting, purchasing, payroll, and financial control functions. Prepare court budgets and guide the Court through state and local government review processes. Implement safeguards and procedures to guard against fraud and misuse of funds.

Information Management

Inform court system employees, attorneys, related agencies, and general public as appropriate, including but not limited to information distribution during emergency situations, legislative updates, policy/procedural changes, court rule changes, and calendar changes. Responsible for creation and maintenance of the annual civil/criminal court calendar. Remain current on legislative changes pertinent to the Court, and conduct legal research as needed. Develop the capacity to deliver information to decision makers at critical events. Identify organizational problems and recommend procedural and administrative changes.

Disaster Preparedness

Maintain and revise as necessary emergency preparedness plan, activities, and communications of the 15th JDC. This includes drafting and regularly updating Continuity of Operations Plan (COOP) such that it contains all necessary, accurate information.

Technology Management

Be able to review, evaluate and make recommendations regarding efficiencies and capabilities of latest technology. Draft and administer policies and procedures regarding use of Court-owned technology.

Facilities Management

Survey facilities for efficiency, safety and compliance. Report deficiencies to the authorities as required. Submit requests for work orders to parish governments and manage projects to completion. Maintain records for state and local inventory.

Clerical Services

Attend Judges' Meetings, and record and maintain the meeting minutes. Report all court rule revisions to Supreme Court for approval and publication by Thomson Reuters. Draft and/or review various legal documents including contracts, Cooperative Endeavor Agreements, leases, etc., prior to presentation for signing.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work independently and show initiative, perform under minimal supervision and act independently within the scope of normal duties and responsibilities.

Knowledge of laws, rules and standards associated with operating a general jurisdiction and family/juvenile jurisdiction court, including state and federal laws, state and local court rules, Code of Governmental Ethics, Code of Judicial Conduct, and Supreme Court supervisory rules for district courts.

Ability to exercise discretion and confidentiality.

Ability to interact tactfully and courteously with individuals and groups.

Ability to establish and maintain effective working relationships with others.

Ability to produce quality work under pressure.

Ability to monitor and revise budgets and contracts.

Knowledge of effective supervisory principles and techniques.

Ability to perform as a project leader and apply project management techniques.

Excellent skill in written and oral communication.

Ability to organize data into a logical format for presentation in reports, documents or other written materials.

Knowledge of applicable computer word processing, spreadsheet and database applications.

HOW TO APPLY:

Interested parties should submit a letter of introduction, resume and three professional references to tlemaire@15thjdc.org. Deadline for submissions is 5:00 p.m. on January 31, 2019. DOE. EOE.