



What is a Court Administrator

Helpful Information for Those Who Want to Know

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Have you ever been asked:

“What is a court administrator?”

Or:

“What exactly does a court administrator do?”

This publication covers these questions and provides brief and descriptive information on important aspects about the position of court administrator.



“The administrator’s primary role is to facilitate the administrative functions of the court”

The Court Administrator – Court Administration: a Guide to the Profession, National Association for Court Management , 2016

What *does* a court administrator do? The responsibilities, roles, and duties of a court administrator.

Generally, a court administrator provides executive level administration and assistance for a court, the chief judge, and the group of judges within a court. Actual duties may be tailored to the specific court governance structure, judge or bench delegation, or court need. A court administrator is NOT solely intended to be an aide or secretary to judges but may carry significant leadership, executive, or managerial functions. Duties performed may also vary based upon current or emerging court needs.

Typical responsibilities include:

- Applying leadership and managerial expertise
- Creating and implementing policies and procedures
- Providing caseload, workflow and process oversight
- Overseeing court staff, workforce management, and staff development
- Providing oversight and management for operational areas
- Managing the budget and fiscal practices
- Conducting performance measurement and management
- Communicating about the court to the community and public
- Performing planning and project management oversight
- Participating in research and advisory services
- Conducting continuity and emergency preparation and planning
- Representing the court at government, justice partner and public events

Of Note



Court Administrator Roles and Duties

A typical court administrator may need to be both a generalist (“a jack of all trades”) and a specialist (in-depth topic knowledge) with sufficient familiarity and understanding of court purposes, processes, and functions.

Court Administrator Roles (NACM Leadership CORE)



Court Administrator Duties

- Support the court governance structure
- Participate in and support caseload management actions
- Use performance data and statistics
- Promote and implement technology use
- Seek court improvement initiatives
- Address operational problems
- Serve as representative of the court



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