



# 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.



“Dean (Roscoe) Pound urged that greater attention be paid to the administration of the business of the courts in order to bring greater efficiency to the judicial institution.”

Friesen, Gallas, Gallas, *Managing the Courts*, 1971

### *History, Background, and Development of Court Administration.*

The prior posting included responsibilities, roles, and duties. How did the position of court administrator come to be? Why did such a position become important in courts? The position of court administrator has not existed very long. Changes that prompted creation the position of court administrator included -

- Growing need to manage internal court operations
- Expanding complexity and sophistication of organizational management
- Increasing volumes of court cases - by size and complexity of cases
- Developing needs for varied ways to resolve and settle case disputes
- Expanding presence of court staff and support professionals in the courts

Influences also supporting the development of court administrators included the -

- Developing concept of caseflow management
- Establishment of professional training of future court managers
- Use of statistics and the application of performance standards
- Increased use of technology for court operations and public access to courts
- Creation of professional associations and court reform organizations
- Increased interactions with executive and legislative branches
- Increased interdependence and collaboration with justice partners

Robert J. Tobin, *An Overview of Court Administration in the United States*, 1997

Of Note



### Foundations for Today’s Court Administrator-

1957 - 1<sup>st</sup> trial court administrator appointed in Los Angeles  
1965 - National Association of Trial Court Administrators created  
1967 - National Association for Court Administration created  
1970 - Institute for Court Management created  
1985 - National Association for Court Management created  
1990s - first court leader competencies created in ten areas  
2015 - Competencies rebranded and rewritten into thirteen areas

- Functions with the chief judge as part of the court executive team
- Serves in a profession with defined competencies, knowledge, skills, and abilities
- Works with specialized court functions and staff skilled in discreet operational areas
- Possesses responsibilities for caseflow volumes and workload complexities
- Has increased focus on court performance measurement and management
- Exhibits increasing attention to people-centered justice and procedural fairness
- Utilizes technology for a variety of court processes and public access
- Operates with increased inter-reliance, interdependence, and justice stakeholder collaboration
- Supports court rule making and codification of policies and procedures
- Recognizes the importance of perceptions and credibility of court operations



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