



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.



“Although court management training has come a long way in the past thirty years, the agenda for the future is far from diminished...every enterprise is a learning and teaching institution.”

Harvey E. Solomon, “The Training of Court Managers,”
Handbook of Court Administration and Management, 1993

Court Administrator Education, Training, Credentials and Preparation

Notable court administration education and training sources from the past are:

- American University – Graduate Program in Court Administration
- University of Denver College of Law – Master of Science in Judicial Administration
- University of Southern California – Master in Judicial Administration
- Michigan State University – Master of Science in Judicial Administration
- Institute for Court Management, National Center for State Courts – Court Executive Development Program (CEDP or Fellow Certification)

Currently court administrator training and development is obtained from:

- Institute for Court Management, National Center for State Courts – Fellows, Certified Court Manager, and Certified Court Executive
- State Court Administrative Offices – judicial and court management programs
- Federal Judicial Center – education and coursework for federal courts
- University coursework – business, public administration, or criminal justice programs

Education and subject areas common for court administrators to have include:

- Judicial administration
- Public administration
- Business administration
- Law school – juris doctor
- Social work
- Public policy
- Political science
- Criminal justice

Of Note



Today’s Court Administrator – Training Sources

Other skill sources:

- Professional association and national level networking
- Life- and career-long learning
- Promotional advancements from entry level positions
- Positions in multiple courts
- Intern positions

Examples of other “paths” used by court administrators for training and proficiency:

- In service training and development
- Self-directed on-line coursework
- State court and justice system programs or coursework with certification and recognition
- National, state, or regional conferences and training for court management professionals



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