

## **CHIEF OF COURT SERVICES 7000**

### **Distinguishing Characteristics of Work**

This is responsible managerial and administrative work directing the operations of Court Services including research and statistical analyses for the Office of the State Courts Administrator. The Chief of Court Services is responsible for supervising a professional staff of court operations consultants, statisticians, court analysts, and administrative and secretarial support who use work teams to plan and complete projects and assignments. The Chief of Court Services plans, supervises, and coordinates multiple and diverse projects for the State Courts System including implementing long range planning objectives and other policies and providing technical assistance to the courts in specialized areas of court management, programs and services, and other aspects of appellate and trial court operations. The Chief of Court Services also develops policy and oversees professional staff who provide technical support for the transition from county to state funding pursuant to Article V of the State of Florida Constitution. The Chief of Court Services supervises professional staff who assist in drafting legislation and who provide expert subject matter input to legislative committees, clerks of court, and state agencies involved with the criminal justice system. The Chief of Court Services exercises considerable independent judgment and works under the limited supervision of the State Courts Administrator or designee. The Chief of Court Services assists in analyzing pending Legislation for program and fiscal impact.

### **Education and training guidelines**

Graduation from an accredited four year college or university with a major in court administration, public administration, criminology, statistics, management, or a related social science, and seven years of professional experience in court or public administration including four years in a supervisory or management position, or in program management, in a court environment

A masters degree in an area cited above may substitute for two years of the recommended non-management experience.

Graduation from an accredited law school may substitute for three years of the recommended non-management experience.

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### **Knowledge, skills, and abilities**

Knowledge of and the ability to apply the principles and practices of public and court administration. Knowledge of and the ability to apply management practices and techniques for building teams and managing multiple and diverse projects, including setting goals, establishing time lines, identifying resources, and evaluating work products. Knowledge of the methods of data collection, analysis, evaluation and statistical research methods. Ability to supervise, communicate effectively, motivate, train, and develop a professional staff. Ability to delegate responsibilities and assignments based on an accurate assessment of staff skills and abilities. Knowledge of the organization and general operations of court systems and state and local government. Ability to analyze court operations and assess and evaluate a variety of court programs and court services. Ability to communicate clearly and effectively, and prepare and make written and oral presentations to elected and other public officials. Ability to effectively manage time and resources.

**Effective: October 1, 1999**