



CIRCUIT COURT OF OREGON,
FOURTH JUDICIAL DISTRICT
PORTLAND, OREGON 97204

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COURT ADMINISTRATOR

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AUG 1 1978

July 3, 1978

ACQUISITIONS

TO: NATCA Members

SUBJECT: Proposed Job Description/Code of Ethics

Pursuant to the discussion at the Las Vegas conference, Mr. L. M. Pat Jacobs, Court Administrator for Detroit, Michigan, has prepared the enclosed proposals dealing with the Job Description and Code of Ethics.

I would appreciate it if you would review both of these documents and submit any comments to either myself or Geoff Mort, at the National Center (300 Newport Avenue, Williamsburg, Virginia 23185) by August 31, 1978. Both items, Job Description and Code of Ethics, will be discussed at the October Board of Directors Meeting, with the intent of reaching a resolution on both items.

Your assistance in reviewing both of these documents and submitting your comments will be greatly appreciated.

Other Enclosures:

Also enclosed is a copy of the NATCA Membership Directory, an alphabetical listing of association members with telephone numbers.

The enclosed NATCA applications forms are for your files in the event that you receive any inquiries about membership in the association.

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PROPOSED JOB DESCRIPTION
TRIAL COURT ADMINISTRATOR

I. GENERAL INTRODUCTION

The Trial Court Administrator may be selected by all of the circuit judges, a committee of circuit judges, or the chief circuit judge, but under any selection method, the members of the bench which the Trial Court Administrator serves should consent to such appointment. Under the direction of the chief circuit judge, the Trial Court Administrator is responsible for the management of the business affairs of the court.

The responsibilities delegated to the Trial Court Administrator will be determined by the court. They may include but are not limited to management in the following areas: general management, personnel management, records management, data process management, financial management, caseflow management, juror management, space and equipment management, and public information management.

"The Court Administrator does not deal with many persons as a supervisor. His authority to order things done is limited. The ability to persuade persons to co-operate is the basic skill required. His job is to establish a broad sphere of influence over the many agencies that have an impact on the effectiveness of the Court."^{1/}

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1. National Advisory Commission on Criminal Justice Standards and Goals, Report on Courts, Standard 9.3, Local and Regional Trial Court Administrators, p. 184.

II. SOME TYPICAL DUTIES

A. GENERAL MANAGEMENT

1. Anticipating problems, forecasting needs, planning ahead
2. Organizing existing resources
3. Staffing the court properly
4. Supervising and coordinating the court's support functions
5. Schedule and attend judges' meetings, serving as secretary
6. Monitoring enforcement and observance of court rules
7. Processing and updating local court RULES
8. Soliciting feedback about court operations
9. Keeping open lines of communications with other units of government
10. Identify and conduct special studies
11. Assist the court in establishing and administering an adequate system for determination of indigency and assignment of counsel for indigent defendants
12. Contracting management consultants and other specialists
13. Considering the impact of pending legislation or statutes and proposed or enacted court rules
14. Securing uniform administration and procedures in every department of the court
15. Preparing periodic court reports
16. Organizing and managing the court libraries
17. Performing other miscellaneous duties as assigned by the court

B. PERSONNEL MANAGEMENT

1. Making sure the court has enough employees
2. Recommending uniform standards and job descriptions for court employment
3. Developing training programs and materials
4. Motivating court employees
5. Impressing upon the employees the importance of court functions
6. Administering wages and salaries
7. Providing personnel evaluation
8. Fostering harmonious labor relations
9. Recruit, select, promote, and retain court staff in accordance with court policy

C. RECORDS MANAGEMENT

1. Prescribing a uniform system of record keeping
2. Maintaining such records as required by law
3. Developing a records retention schedule in accordance with applicable statutes and rules
4. Seeking and coordinating professional assistance in the development of a records management system: consultant, equipment company representatives, inhouse professionals
5. Establishing standards for records management and forms design
6. Developing uniform nomenclature for records entitlement and designation
7. Acquiring adequate facilities and personnel to maintain and monitor records
8. Developing proper storage and retrieval system
9. Developing of court policy regarding records management

D. DATA PROCESSING MANAGEMENT

1. Deciding whether, when and what the courts should automate

2. Exploring the possibility of shared computer time
3. Selection equipment
4. Developing, supervising and revising the system

E. FINANCIAL MANAGEMENT

1. Evaluating the court's financial resources
2. Acting a liaison with financial managers of other governmental units
3. Preparing the court's annual budget
4. Seeking nongovernment financial resources
5. Seeking grants from state and federal agencies
6. Accounting for revenue
7. Auditing and insuring the integrity of the courts financial affairs
8. Dispersing money from the court's budget

F. CASEFLOW MANAGEMENT

1. Distributing the caseflow effectively and equitably
2. Develop time limits for the disposition of cases
3. Develop a continuance policy
4. Develop the proper method of case assignment
5. Develop a method of scheduling
6. Develop information pertinent to caseflow management
7. Review the backlog and delay and proposing remedial measures
8. Review and administer assignment of judicial officers
9. Supervise the preparation and distribution of the calendar
10. Develop and implement caseflow policies and procedures

G. PUBLIC INFORMATION MANAGEMENT

1. Taking responsibility for the court's relationship with the community, press, and other units of government
2. Preparing pamphlets, fact sheets, press releases, and explanatory material
3. Organizing courthouse tours
4. Coordinating volunteer activities
5. Investigating complaints about the operations of the court and recommending appropriate action

H. JUROR MANAGEMENT

1. Supervising the process of summoning and screening jurors
2. Providing juror information and orientation
3. Managing the jury pool
4. Supervising compensation for jurors
5. Providing proper reception and facilities for jurors
6. Seeing that jurors are treated courteously
7. Automating juror management if feasible

I. SPACE AND EQUIPMENT MANAGEMENT

1. Assisting with the decision to build or renovate
2. Seeing to proper control and custody of typewriters, automobiles, and other equipment
3. Insuring proper care and maintenance of facilities and equipment
4. Ordering new equipment, parts, and replacements
5. Acting as liaison with architects and contractors

6. Assuming responsibility for environmental quality in the courthouse
7. Maintaining property control records and conducting periodic inventories

J. EMPLOYMENT QUALIFICATIONS

1. Qualifications and Experience

- a. Minimum of BA Degree and desirability of advanced degree in Judicial Administration, Public Administration or Business Administration; or
- b. A minimum of five years experience in a responsible management position in lieu of both degrees. Persons without necessary requirements should pursue a training program in court administration

TENTATIVELY APPROVED BY THE MEMBERSHIP AT THE ANNUAL MEETING OF APRIL 26, 1978.

FINALLY APPROVED BY THE BOARD OF DIRECTORS AT THE MIDTERM MEETING OF _____.

PROPOSED CODE OF ETHICS

NATIONAL ASSOCIATION OF TRIAL COURT ADMINISTRATORS

CANON I

A Trial Court Administrator shall protect the public interest and justice for all persons. The Trial Court Administrator's allegiance is to the public, and decision-making shall be based on ethical principles and the public's interest in justice.

CANON II

The Trial Court Administrator shall promote the independency of the judicial branch and maintain the judicial independence of the individual judge.

CANON III

A Trial Court Administrator shall not present even the appearance of the use of the judicial apparatus for improper activity.

CANON IV

The Trial Court Administrator shall avoid conflict of interest and administrate his or her office in a manner above reproach.

CANON V

The Trial Court Administrator shall be an advocate for the improving the management of courts through professional skills and available technologies.

CANON VI

A Trial Court Administrator shall abstain from political activities that impair performance as a professional.

CANON VII

The Trial Court Administrator shall discharge the responsibilities of the position in a timely, impartial and courteous fashion.

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