

**Alaska Court System
Class Specification**

DEPUTY ADMINISTRATIVE DIRECTOR

Range: 30

EEO4: 01

SOC: 11-1021

Class Code: C0681

Definition:

Under general direction of the Administrative Director, this position is responsible for managing the staff of the Administrative Office of the court system.

Distinguishing Characteristics:

The Deputy Administrative Director is a single position job class responsible for general management of the administrative offices. Duties require a high degree of independent judgment to ensure that the administrative offices remain effective and efficient without disrupting the administration of justice.

Complexity of Tasks: Difficult work on highly technical or involved projects, presenting new or constantly changing problems. Duties require outstanding ability to deal with complex factors or making decisions based on conclusions for which there is little precedent.

Supervision Received: The Deputy Administrative Director works under the general direction of the Administrative Director. Supervision may be specific in terms of goals and objectives, but general in allowing incumbent to develop procedures or means for developing the goals.

Supervision Exercised: The Deputy Administrative Director has managerial responsibilities over the administrative office. The incumbent serves as acting administrative director in the absence of the administrative director.

Examples of Duties:

Represent the court system in justice agency planning and policy meetings.

Analyze justice system problems and formulate court policy on a variety of legal and administrative issues.

Negotiate with other state agencies and private sector representatives on matters of court concern.

Determine the priority and staffing of administrative projects.

Oversee the daily operations of Administrative Offices.

Other related duties as assigned by the Administrative Director.

Knowledge, Skills, Abilities:

The Deputy Administrative Director requires knowledge of:

- All administrative policies and procedures of the court system.
- Principles of supervision.

The Deputy Administrative Director requires skill in order to:

- Negotiate and confer with public and private organizations and individuals in situations requiring tact.
- Organize meetings and conferences.

The Deputy Administrative Director requires the ability to:

- Coordinate the work of a staff of professional, technical and clerical personnel.
- Effectively participate in the formulation and implementation of court policies and objectives. Effectively present facts and data through written and verbal reports.
- Establish and maintain effective working relationships with other employees, officials and the general public.

Minimum Qualifications:

A four-year degree from an accredited college or university, plus three years of responsible professional level administrative experience in a public agency which preferably is a part of the criminal justice system. A law degree is preferred.

NOTE: This is a partially exempt job class; the incumbent serves “at-will” to the hiring authority.

07/86 – Revised

02/13 – Revised

03/14 – Revised