

Court Services Director Skills Questionnaire

You must provide complete responses to the following items in order for your application to be considered. Please limit your responses to no more than three additional sheets of paper.

1. The education and experience requirements for this position are any combination equivalent to: a bachelor's degree in public or business administration, criminal justice or a related field and three years of increasingly responsible experience in management of a municipal court operation or equivalent. Two years of direct supervisory experience is desired.

Please indicate how your education and work experience satisfy these qualifications. Include degree(s) received if any, school(s) attended, employers, positions held, and dates of employment (month/year). Related work experience may be substituted for equivalent education requirements.

In your responses to items 2 through 7 include where you gained the experience, your position's title, and dates (month/year to month/year) of employment.

2. Implementing court rules, state statutes and policies in the management of the daily operations of a court, including safety and security.
3. Administration of the overall management functions relating to case flow, records management, and preparation of reports.
4. Monitoring the financial accountability of Court funds received and disbursed as required by statute.
5. Budget preparation and administration.
6. Managing alternative sentencing programs.
7. Supervising and evaluating the performance of staff.
8. Jurisdictions in which you have had experience:

| | | |
|-----------------|------------------------------|-----------------------------|
| Municipal Court | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| District Court | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| State Court | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Federal Court | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other (specify) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
