



What is a Court Administrator

Helpful Information for Those Who Want to Know

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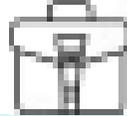
Have you ever been asked:

“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.



“Court Administration is the means of preserving judicial independence in the modern era.”

[An Overview of Court Administration in the United States](#), Robert W. Tobin,
National Center for State Courts, 1997

The Court Administrator

This briefing series delves into the purposes, expectations, and roles of a court administrator. Targeted briefing areas include:

- History, background, and development of court administration
- Court administrator education, training, credentials, and preparation
- Different court administrator/leader titles and types of courts
- Court administrator roles, responsibilities, and typical duties
- Knowledge, skills, and abilities (KSA's) of a court administrator
- The court administrator and the chief judge, judges, and justice system
- The court administrator and the executive team
- Tips, lessons, and advice from court administrators

Of Note



Q: How many court administrators work in courts? How many court administrators are there?

A: Unknown! However, court administrators are present in many courts in the US and the world.



About This Series

Court administrators have been described as those who manage a court enterprise similar to those who manage a hospital or a university. Administrators work in courts of varying sizes and jurisdictions. Job titles may vary. Responsibilities may vary.

Future issues will explain and describe roles and responsibilities of a court administrator.



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