



# What is a Court Administrator

## Helpful Information for Those Who Want to Know

Oct. 2022  
Issue #6

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.



“As the profession of the court manager has developed, so too have the duties, responsibilities, expertise, and approach to managing these complex organizations known as courts.”

Handbook of Court Administration and Management, 1993

### Knowledge, Skills, and Abilities (KSAs) of a Court Administrator

The National Association for Court Management CORE® Competencies represent the essential proficiencies for court professionals. Included are the important knowledge, skills, and abilities to achieve and demonstrate administrative excellence as court leaders.



### Examples of Court Administrator Skill Areas

- Administrative leadership, management, and accountability
- Intergovernmental liaison
- Information management
- Space and facility oversight
- Project management and oversight
- Community relations
- Research and advisory tasks
- Public information and outreach

The Court Administrator – a Guide and Manual, National Association for Court Management, 2011 and 2016

Of Note



### About Court Administrator KSAs

#### Building Blocks for Future Court Administrators

- Transparency
- Flexibility
- Empowerment and nurturing
- Navigation of complexities and interdependencies

#### Additional Useful Skills and Traits that Administrators Demonstrate

- Credibility and trustworthiness
- Comfort with communication and collaboration
- Learning and adaptability skills
- Personal self- management and emotional intelligence
- Enthusiasm, energy, optimism, and stamina



Content provided by:

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Revised 9-25-2022

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