



# 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.



“The success of a court’s administrator depends on a clearly defined role, acceptance by the judges, good communication between the court administrator and others in the court system, and the competencies of the individual fulfilling that role.”

Source: The Court Administrator – Court Administration: a Guide to the Profession, National Association for Court Management, 2016

### ***Lessons, Advice, Tips, and Strategies from Court Administrators***

*Court administrators have come to learn their job by formal education, time in service, and emulating what they observe in successful leaders. Here are select samplings of information, lessons learned, and hard-earned advice.*

*Foundational lessons borrowed from the High Performance Court Framework (National Center for State Courts) –*

- *Focus on the underlying principles for high performance*
- *Understand the organizational and managerial culture*
- *Measure progress and performance outcomes*
- *Implement, refine, and continually improve practices*
- *Communicate and collaborate with others*

*Advice from experienced court administrator colleagues –*

- *Remember to check in, touch base, and drop by judges’ chambers to invite conversations (“manage by walking around”)*
- *Expect and request presence on the court executive team*
- *Work to be heard on important issues (have “a seat at the table”)*
- *Take care of the valuable human resources (court staff)*
- *Recognize the value in developing and helping others to advance*
- *Don’t sweat the small stuff (remember, it’s all small stuff)*
- *Continue to learn and expand skills and abilities*

Tip: Create Your Own –



### **Proven Court Administrator Strategies**

- List of lessons learned
- List of important and foundational experiences
- Inventory of professional accomplishments
- Ideas and advice to share with others
- Notes about strategies

- Study and master information and expectations about the position of court administrator
- Learn the craft of court leadership
- Combine experiences with new and degreed learning and study
- Engage with others in the field
- Join and interact with professional associations
- Welcome advancement from an entry or midlevel position to a higher-level role
- Be willing to move and relocate from position to position and court to court



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