



# What is a Court Administrator

## Helpful Information for Those Who Want to Know

Jan. 2023  
Bonus Issue  
#9

Have you ever been asked:

“What is a court administrator?”

Or:

“What exactly does a court administrator do?”

*This issue concludes the briefing series on the position of court administrator.*

*It includes an elevator pitch with key points about the position: background, duties, education, courts and titles, KSAs and job partnerships.*



### *The “Elevator Pitch” for Court Administrators*

“An elevator pitch is a brief way of introducing a topic, getting across a key point or two, and making a connection with someone. It’s called an elevator pitch because it takes roughly the amount of time you would spend riding an elevator with someone.”

(Adapted from Google)

History and Background	The position of court administrator was created out of the need to manage the growing complexities of managing a court and the benefits of having specialized court management and leadership skills.
Duties	Court administrators oversee court staff and operations that allow the court and judges to perform their duties – including caseload management, court performance measurement, budget and facilities management, workforce education and management, and research and project management.
Education and Credentials	Court administrators come to the position with education and training on the job and graduate or undergraduate coursework in judicial or public administration, law school, political science, public policy, or business administration.
Courts and Job Titles	Court administrators are found in urban or rural courts, in large and small courts, and serve in courts with names such as superior, district, circuit, county, juvenile, probate, municipal, justice, or appellate. Job titles range from court executive officer to trial court administrator to judicial branch manager.
Knowledge, Skills, and Abilities (KSAs)	Court administrator KSAs include administrative leadership, project management, community relations and operational areas such as caseload and performance management, budget, fiscal and facilities management, and workforce development and management.
Partnerships	Court administrators partner with the chief judge, all judges, funding agencies and justice partners. These partnerships leverage the different disciplines and skills sets for optimal court performance.
Lessons	Experienced court administrators share the importance of mastering court administrator KSA’s, being visible and serving on the court executive team, checking in with judges, and being heard on and participating in important court issues.

Try To:



### Use the Elevator Pitch To ...

- Leverage opportunities to tell others about court administrator roles and duties.
- Record tips, lessons learned, and key strategies for administrator success.

- Share details about the vital responsibilities of a court administrator.
- Talk about the partnership between the chief judge, judges, and court administrator.
- Inform justice partners and collaborators about court operations.
- Educate court staff on the role and presence of the administrator position.
- Help others prepare for and seek court administrator positions.



Content provided by:  
[www.courtleader.net](http://www.courtleader.net)  
Revised 1-1-2023

Contact:  
[jcornellaz@cox.net](mailto:jcornellaz@cox.net)  
<https://www.linkedin.com/in/janet-q-cornell-14570878/>