



Court Leadership And Professional Competencies

Issue # 10

Skills of an
Effective Court
Manager

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A Sampling of
Professional:

Abilities

Competencies

Practices

Success Skills

Mindsets

Knowledge

Actions

Behaviors

Strategies



Many court leaders have been exposed to training on proficiencies from the National Association for Court Management, or workshops from the National Center for State Courts' Institute for Court Management or even university courses on judicial administration. This series reviews different KSAs from a variety of sources.



This list comes from the Supreme Court of Ohio, with documented expectations, characteristics, and skills (KSAs) for court managers. These KSAs are applicable to all who lead in courts, regardless of their job title or responsibilities.

Skills of an Effective Court Manager (Leader)

Leadership <ul style="list-style-type: none">• Watch and listen to staff and customers• Lead by example with professional integrity• Learn and be a mentor to others	Issue (Topic) and Project Prioritization <ul style="list-style-type: none">• Prioritize actions in alignment with the vision• Use a network of others for input• Manage and coordinate within the culture
Problem Solving <ul style="list-style-type: none">• Identify problems and suggest solutions• Gather information from all sides of the issues• Obtain input from others• Communicate and build consensus	General Management <ul style="list-style-type: none">• Join and participate in associations• Maintain interpersonal communication: staff, partners, groups, networking, mentoring• Communicate and lead change• Provide succession planning and visioning• Ensure operational continuity and emergency planning• Know laws, rules, protocols, and processes for HR, budget, management, operations
Relationship Building <ul style="list-style-type: none">• Understand and educate on the role of the court• Interact with internal and external partners• Maintain relationships with good communication	

Consider:

Which of these KSA areas are needed in my organization?
How are my skills and abilities within these areas?

Resource: Supreme Court of Ohio, Guide for Court Managers, Chapter III, Characteristics and Skills of an Effective Court Manager » Supreme Court of Ohio and Managing Courts in Ohio: A Guide for Court Managers » Supreme Court of Ohio

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