

PRESIDING JUDGE  
FIFTEENTH JUDICIAL DISTRICT  
COOS COUNTY COURTHOUSE  
COQUILLE, OR 97423

*Julio -  
Please put this  
in The General Order  
Book  
G*

M E M O R A N D U M

Date: December 20, 1994  
To: Judges, Judicial Assistants, Reporters  
From: *Julio Barron*  
Re: Administrative authority for Judicial Staff  
Effective January 1, 1995

JDPR 1.02 (7) places all employees under the ultimate supervision of the Presiding Judge. JDPR 1.02 (8) allows the Presiding Judge to designate the Trial Court Administrator as administrative authority for judicial support staff.

Previously, the Trial Court Administrator has been the administrative authority for all staff except judicial staff. I am now designating the TCA as administrative authority for all staff, including judicial staff. This decision was made in order to promote consistency in and between court locations within the judicial district and to promote the efficient operation of the court.

The administrative authority is responsible for selection, appointment, supervision and retention of employees under the personnel rules. This includes granting of leave requests, training, compliance with the personnel rules and so on. If you have any questions or concerns please discuss them with me or Gary Bower.