

**OREGON JUDICIAL DEPARTMENT
Trial Court Administrator 2**

Knowledge, Skills and Abilities¹ (KSAs):

- Knowledge of correct English usage, spelling, grammar, and punctuation
- Knowledge of the principles and techniques of research, analysis, writing, and presentation
- Knowledge of professional ethics and confidentiality rules of the legal field
- Knowledge of the principles and practices of management, including planning, organizing, directing, motivating, and making decisions
- Knowledge of the principles and practices of budget and financial management

- Skill in analyzing complex problems and applying principles and precedents to a particular set of facts
- Skill in performing research and analysis
- Skill in presenting information clearly and logically, orally and in writing
- Skill in preparing reports, memoranda, and information for a variety of audiences including the public and the media
- Skill in communicating effectively, orally and in writing
- Skill in developing and maintaining working relationships with a wide variety of individuals
- Skill in organizing and establishing work priorities
- Skill in supervising, including developing, training, motivating, and evaluating OJD staff at all levels of the court
- Skill in creating and communicating short- and long-range goals and objectives
- Skill in managing the use of resources to achieve the court's goals and objectives
- Skill in managing staff through organizational change

¹ **NOTE:** *The KNOWLEDGE, SKILLS and ABILITIES are required for initial consideration. ABILITIES may also be required during the selection process, or during a trial service period as a final step of the selection process. Some duties performed by positions in this classification may require different KSAs. No attempt is made to describe every KSA required for all positions in this classification. Additional KSA requirements will be explained on the recruiting announcement.*

- Skill in using relevant information and individual judgment to determine compliance with laws, policies, or standards and to make recommendations
- Skill in working collaboratively to bring parties to consensus

- Ability to understand trial court rules and processes
- Ability to understand administrative and judicial functions of the court
- Ability to understand legal terminology, forms, records, files, and documents encountered in the work of the court
- Ability to develop alternative solutions to a variety of problems
- Ability to maintain impartiality, temperament, perseverance, tact, and mental alertness
- Ability to exercise time management skills, balance multiple priorities, and consistently meet time lines and due dates
- Ability to explain court rules, policies, and procedures
- Ability to develop, or determine the need for changes to, local court rules, policies, or procedures
- Ability to guide and motivate staff to meet goals and objectives
- Ability to identify policy issues which impact external stakeholders, community partners, and other public or private sector agencies