

OJD-UMAMGR2-01 Knowledge, Skills and Abilities (KSAs):

- Knowledge of correct English usage, spelling, grammar, and punctuation
- Knowledge of terminology, forms, records, files, and documents encountered in the work of the court
- Knowledge of budget and financial principles and procedures
- Knowledge of rules and processes related to the operations of the court
- Knowledge of the principles and practices of management, including planning, organizing, directing, motivating and making decisions
- Knowledge of the principles and practices of organizational development
- Knowledge of administrative and judicial functions of courts

- Skill in monitoring and authorizing budget expenditures and making projections for future budgeting
- Skill in managing the use of resources to achieve the goals and objectives of the court
- Skill in establishing and evaluating the effectiveness of operational procedures
- Skill in managing staff through organizational change
- Skill in creating and communicating short- and long-range goals and objectives
- Skill in presenting information clearly and logically, orally and in writing
- Skill in dealing with individuals on the phone or in-person, from diverse backgrounds and with varying degrees of behavior
- Skill in interpreting and explaining applicable laws, rules, and policies
- Skill in organizing and prioritizing work with competing importance or deadlines
- Skill in performing research and analysis
- Skill in analyzing complex problems and applying principles and precedents to a particular set of facts

- Ability to develop and maintain working relationships and communicate effectively with a wide variety of individuals
- Ability to maintain impartiality, temperament, perseverance, tact, and mental alertness
- Ability to operate complex computer systems and related software and a variety of office or multimedia equipment
- Ability to exercise time management skills, balance multiple priorities, and consistently meet time lines and due dates
- Ability to guide and motivate staff and lower-level supervisors and managers to meet goals and objectives
- Ability to identify problems and develop alternative solutions
- Ability to identify policy issues that impact external stakeholders, community partners, and other public or private sector agencies