

TRIAL COURT ADMINISTRATOR APPLICATION

**TULSA COUNTY DISTRICT COURT
STATE OF OKLAHOMA**

Date of Application _____

Your Full Legal Name (Please Print)	Aliases/Former Names
Home Address	City, State, Zip
Work Address	City, State, Zip
Contact Phone Numbers (<u>Please list preferred contact number first.</u>) <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell :	Email Address
Date of Birth : Place of Birth:	Social Security Number: Driver's License Number:
Are you a licensed attorney? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what year were you admitted to practice: OBA Number:
Fluency in languages other than English:	What languages:

A complete and detailed Job Description is attached for your review.
Failure to answer accurately any of the questions contained in this Application and the Supplemental may result in rejection of the Application. Please attach additional sheets, if necessary.

GENERAL INFORMATION

1. Are You a United States Citizen? YES NO

Are you a registered voter in Oklahoma? YES NO

2. Spouse's Full Name: _____

Spouse's Occupation: _____

3. Have you ever plead guilty or no contest to or been convicted of any criminal offense other than for minor traffic violations?

YES NO If YES, please attach a separate sheet and provide full details.

4. Have any disciplinary proceedings for unprofessional, unethical or dishonest conduct been commenced against you by any bar association or governing body for attorneys? (You should not disclose the mere filing of a complaint which did not result in the institution of proceedings.)

YES NO If YES, please attach a separate sheet and provide full details.

5. Have you ever been dismissed from employment as a result of unethical or dishonest conduct?

YES NO If YES, please attach a separate sheet and provide full details.

6. Please list all colleges and universities attended, dates, and degrees.

7. Are you related by blood or marriage to a judge or judges of the Tulsa County District Court or anyone currently employed in the Tulsa County District Court?

YES NO If YES, give their name or names and the relationship.

Name

Relationship

8. Please describe all work-related experience in the area of court management, law office management, or public management:

9. State the name, dates, and addresses of all law firms with which you have been associated in practice and of all governmental agencies or private business organizations in which you have been employed:

Position	Firm	Address	Dates

10. What work experience have you had in the area of office budgeting, fiscal planning, purchasing and payment of bills?

11. Please describe your experience applying personnel policies such as FMLA, FLSA, ADA, HIPPA, approval of leave, preparing performance appraisals, handling disciplinary actions and grievances.

12. What courses, workshops or training have you had in management, supervision or personnel management?

13. List social and community activities.

14. Have you ever run for, or held, public office? If so, give details.

15. If you are now an officer, director or otherwise engaged in the management of any business or enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment as Trial Court Administrator.

16. What courses, workshops or training have you had in management, supervision or personnel management?

17. Describe any personnel experience you have had in the area of position requisitioning and interviewing and selection of employees.

18. To the best of your knowledge, are you in compliance with the tax laws of the federal government and of the state, county, and community of which you are a resident?
 YES NO If NO, please attach a separate sheet and provide full details.

19. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If so, give particulars.

20. Have you timely (including allowed extensions) filed your State and Federal Tax Returns for the last Five years? YES NO If NO, please attach a separate sheet and provide full details.

Personal and Judicial References

21. Give the names and current phone numbers of at least four, but no more than six, persons who are familiar with your character and abilities and state how long each has known you. No less than two of these references must be lawyers who know you but are not people you have worked with directly in the same office or firm. Your references must have had adequate opportunity to observe your professional and general conduct and ability. Describe the status of non-law references.

Name	Telephone	Period of Acquaintance

23. Please attach your resume and law school transcript or your transcript from your highest level of education.

I state under penalty of perjury under the laws of Oklahoma, I am an applicant for Trial Court Administrator for Tulsa County, Tulsa, Oklahoma, and I have read the questions in the foregoing application and the supplemental questionnaire and have answered them truthfully and fully. I further authorize The Oklahoma and Tulsa Bar

Associations, the Bar Association of any county of which I now or have ever been a member, and any of the committees of those associations, education and other institutions, my references, employers, business and professional associations, all governmental agencies or instrumentalities and consumer credit reporting agencies to release to the Selection Advisory Committee and the District Judges of Tulsa County, files, records, or credit reports requested by the judges and the committee upon the presentation of this application.

Date and Place

Applicant Signature

Confidentiality Statement

This form and its contents will be kept in confidence and made available only to the Court Administrator, the Selection Advisory Committee, and the District and Associate District Judges of Tulsa County. The individuals, whom you have listed as references above, as well as your employer or co-workers, may be contacted by the panel. If this presents a problem, you should notify the Court Administrator so special arrangements can be made. Sometimes the arrangement is there will be no contact with an employer or co-workers unless you are a potential finalist for the position.

Please send the completed application by email, along with any attachments and required documents, in electronic pdf format, to:

vicki.cox@oscn.net

Subject: Tulsa County Trial Court Administrator's Selection Advisory Committee

Questions: Vicki A. Cox, J.D., Court Administrator
Tulsa County Courthouse, 500 S. Denver, 6th Fl., Tulsa, OK 74103
918-596-5400

The Tulsa County District Court adheres to the concepts of Affirmative Action and Equal Employment. Applications will be considered without regard to race, sex, age, color, religion, national origin or physical handicap.

SUPPLEMENTAL QUESTIONNAIRE

If you answer "yes" to any of these questions, please explain fully on a separate page.

1. Have you ever had any extended work absences for reasons other than earned vacations? YES NO
2. Have you ever been suspended, fired or asked to resign from any employment? YES NO
3. Have you ever been rejected during a probationary period from any employment? YES NO
4. Have you ever resigned from any position or employment under pressure or unfavorable circumstances? YES NO
5. Have you ever been investigated by an employer or supervisor for improper conduct, illegal activities, sexual harassment or equal employment violations? YES NO
6. Have you ever been disciplined by an employer or supervisor for any reason? YES NO
7. Have you ever held employment under a different name? YES NO

If you were/are in the military, please complete questions 8-11. If not, skip to question 12.

8. Were you ever investigated or accused of any criminal activity while in the military or military reserves? YES NO
9. Have you ever received a reduction in a pay grade or been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? YES NO
10. Did you receive an honorable discharge? YES NO
11. Are you eligible to re-enlist? YES NO
12. Are you now, or have you ever been involved as a plaintiff, petitioner, respondent, or defendant, or pled Nolo Contendere, in any civil court action including divorce? YES NO
13. Have you ever had any bar complaints filed against you? YES NO
14. Have you ever filed for or been the subject of a Restraining Order or Protective Order? YES NO
15. Have you ever had your license to practice law suspended for failure to pay bar dues, failure to complete continuing legal education requirements or for any other reason? YES NO Not an attorney
16. Have you ever been arrested for or convicted of any felony or misdemeanor? YES NO
17. Have you ever had your wages attached or garnished? YES NO

18. Have you ever had any bills, accounts, or loans (including student loans) turned over to a collection agency? YES NO
19. Have you ever been delinquent on child support or alimony payments? YES NO
20. Have you ever been under the care of a psychiatrist, psychologist or other qualified counselor? YES NO
21. Have you ever abused prescription drugs, alcohol or illegal drugs (including marijuana)? YES NO
22. Have you been a participant in a drug or alcohol counseling or rehabilitation program? YES NO
23. Have you ever been refused a driver's license, had one revoked, suspended or placed on probation? YES NO
24. Have you ever had any other type of license revoked or suspended? YES NO
25. Are there or have there ever been any aspects of your personal life that could be used to try to coerce you? YES NO
26. Are you or have you ever been involved in any organization which advocates the overthrow of the Government of the United States or the State of Oklahoma by force or violence or other unlawful means? YES NO
27. Are there any circumstances known to you that could have a bearing on your suitability for serving as Trial Court Administrator? YES NO
28. Is there anything in your personal life which, if it became general public knowledge, would be personally embarrassing to you or to the Tulsa County District Court? YES NO
29. Do you have current job applications in progress in addition to this vacancy? YES NO

I state under penalty of perjury under the laws of Oklahoma that I understand failure to provide complete and accurate answers to the above questions may result in immediate disqualification.

Date and Place

Applicant Signature

Trial Court Administrator **Fourteenth Judicial District** **Tulsa and Pawnee District Courts**

Position Description: The Trial Court Administrator is an officer of the court who is appointed by and serves at the pleasure of the district and associate district judges of Tulsa and Pawnee Counties. The duties of the court administrator are to assist the presiding judge of the judicial district in the performance of his/her administrative duties. Under the general direction of the Presiding Judge with collaboration from judges, the state Administrative Office of the Courts and county departments, this position plans, organizes and coordinates functions related to fiscal programs, budget, human resources, information systems, jury management and various court programs. This position also includes responsibility for public information, facilities and equipment management, and legal research for the Court. The Trial Court Administrator is an at-will position and salary is governed by statute.

Responsibilities and Essential Functions. Specific duties and procedures are determined by the Presiding Judge, and may vary widely. The items listed here are representative. Responsibilities may include the following:

- Develops local rules, policies and procedures; reviews new or revised statewide court procedures and law for applicability to court clerical, administrative, and accounting functions; disseminates new procedures and prepares memos for implementation; reviews court functions and procedures for compliance with court system rules, policies, and procedures;
- Plans, develops, and recommends to the Presiding Judge long and short-range policies, goals, objectives and priorities for the district's trial courts. Develops policies related to court coverage, facility use, human resources, financial resources, strategic planning and the establishment of district goals and objectives;
- Oversees Jury Management System, ensures necessary number of jurors are summoned; oversees juror rescheduling, excusal, and disqualification process; oversees juror empanelment process and provision of jurors to trial courts; responds to inquiries regarding juror qualifications and service, and requests for juror information from attorneys and the public; Prepares annual jury term schedule for Presiding Judge;
- Prepares and submits court's operating budget. Makes recommendations to the Presiding Judge on staffing levels, office space and equipment; monitors the financial management of the district and assures that actions taken are in accordance with the budget plan;
- Provides human resource support to judicial staff regarding applicability and effect of FLSA, FMLA, and ADA on court staff; acts as the court's ADA contact for access to court facilities; responsible for all local personnel management matters;
- Coordinates responses and obtains appropriate legal representation for judges named in lawsuits at state and federal level;
- Hires, trains, evaluates, and disciplines non-judicial court staff; ensures efficient and effective management of personnel resources including recruitment,

training, evaluation, counseling, discipline, and termination of employees; investigates personnel complaints regarding non-judicial employees; prepares written reports and makes decisions regarding such complaints in consultation with Presiding Judge;

- Assists Presiding Judge with hiring and interview process for appointed judicial staff;
- Establishes district and individual training plans for staff; monitor the development and completion of training plans; prepare instructional materials for court staff;
- Responsible for all grant management duties on behalf of the Court when grants are received for court programs; prepares and submits grant requests on behalf of the Court; responsible for ensuring compliance with all required grantee responsibilities for federal and state grants;
- Drafts or revises court legal forms as needed;
- Oversees distribution and maintenance of all court technology, including office computers, tablets, courtroom AV equipment, and other electronic devices;
- Reviews case flow management and dockets; analyze, evaluate, monitor and propose methods for the assignment and calendaring of cases; identify problems and recommend procedural or administrative improvements to court service
- Oversees court facilities and coordinates repairs or remodeling as needed; maintains inventories and ensures appropriate furniture and equipment are provided within budget limitations;
- Coordinates all physical relocation of staff and judges; maintains assigned parking for court staff and judges;
- Establishes and maintains working relationships with judges, state attorneys, public defenders, clerks, other state and federal courts (including the Supreme Court), community organizations and councils, local municipality and county government, state agencies, sheriff's office, attorney bar associations, and the public.
- Acts as the Public Information Officer for the court; responds to Open Records requests, media requests and other outside inquiries; issues press releases as appropriate; oversees and maintains the court's website and social media pages.
- Reviews and releases trial exhibits as appropriate in response to media requests. Coordinates use of courtroom facilities by outside organizations and bar associations; arranges tours and visits with judges by schools and universities; coordinates local bar association activities with the court.

Knowledge, Skill and Ability Requirements:

- Strong interpersonal skills required. Ability to establish and maintain professional and effective working relationships with judges, court clerks, staff, attorneys and the general public.
- Proven knowledge of court and law office management practices, modern office practices, personnel management, and legal procedures;
- Proven ability to communicate effectively, clearly and tactfully in both an oral and written form. Ability to organize and assemble information, statistics and data in

- accurate understandable records or reports.
- Proven extensive knowledge of legal terms and terminology; ability to draft legal forms, court rules and orders as needed.
 - Proven skill and proficiency in the use of a personal computer and software such as word processing, spreadsheets and special applications. Experience with Microsoft Office applications (MS Word, Outlook, Excel, etc.) and proficiency with Outlook scheduling and TEAMS is mandatory.
 - Proven ability to organize and coordinate work and activities. Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines.
 - Proven ability to carry out moderately complex instructions, whether verbal or written.
 - Must possess and maintain a professional dignified demeanor at all times regardless of the instant circumstances.
 - Previous employment typified by examples of initiative, discretion, reliability, tact and the ability to maintain information confidentially.
 - Must have the flexibility to work non-traditional hours when necessary as determined by the court.

Education and Experience Requirements:

Pursuant to Title 20 O.S. Section 126, persons eligible for appointment as a trial court administrator shall possess at least one of the following minimum qualifications:

- Be an attorney licensed to practice law in this state;
- Have a bachelor's degree in court management, or an equivalent degree; or
- Have at least ten (10) years' experience in management with substantial supervisory responsibility; and
- Be a graduate of the Institute for Court Management.

Working Conditions and Physical Demands: Duties are performed in an office / courtroom setting, in an often fastpaced and stressful work environment. Regular interaction with members of the public is required. Requirements include ability to sit, operate computer and office equipment, move about courtroom and office area; ability to see, hear, speak and communicate with individuals and groups; ability to interact with court patrons, including emotional and/or hostile situations that arise when dealing with individuals involved in court cases; ability to comprehend and follow oral and written instructions; ability to remain calm and in control in varied court situations, including exposure to disturbing testimony or exhibits. May require standing for extended periods of time.

FLSA Classification – EXEMPT: The Trial Court Administrator is an exempt position.

Eligibility: Eligibility to work in the United States is required. The employer will not sponsor a work visa (H-1B, etc.) to fill this position.

Personal or professional conduct, conflict of interest, or criminal conviction that may negatively impact the employee's ability to perform his/her duties, which may create an

appearance of impropriety, or which may negatively impact the mission, dignity and decorum of the Court, may be grounds for disqualification.

The District Court is an Equal Opportunity Employer.