

IN THE DISTRICT COURT OF THE THIRD JUDICIAL DISTRICT OF
THE STATE OF IDAHO

ADMINISTRATIVE ORDER

No. 83-1

Stephen A. Bouch, having been appointed as the Trial Court Administrator for the Third Judicial District for the State of Idaho effective February 1, 1983, and it being necessary that he be authorized to carry out all of the responsibilities and duties of said office under the supervision and general direction of the Administrative District Judge, and good cause appearing therefor,

IT IS HEREBY ORDERED, AND THIS DOES ORDER, that the said Stephen A. Bouch, be, and he hereby is, authorized to carry out all of the Trial Court Administrators duties and responsibilities authorized by the Supreme Court of the State of Idaho, including but not limited to those set forth in the Personnel Manual lodged with the Third District Court.

IT IS FURTHER ORDERED, AND THIS DOES ORDER, that he be authorized to make assignments of cases and manage the Court Calendar in the Magistrate Division of the Third District Court under the supervision and direction of the Administrative Judge.

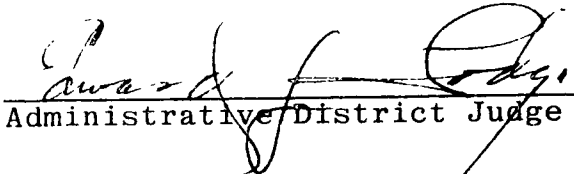
IT IS FURTHER ORDERED, AND THIS DOES ORDER, that he is hereby authorized to sign for and make necessary expenditures for the operation and management of the Courts within the Third District and as directed by the Administrative Judge.

IT IS FURTHER ORDERED, AND THIS DOES ORDER, that he is authorized to sign the following orders:

- a. Orders setting case for trial, pre-trial, etc. in both civil and criminal matter in the Magistrate Division,
- b. Orders assigning cases to Magistrates in which a disqualification has been filed,
- c. Orders assigning cases to District Judges upon receipt of an appeal from the Magistrate Division,

said orders having full force and effect as if they had been signed by the Administrative Judge of the 3rd Judicial District.

Dated this 8th day of February, 1983.


Administrative District Judge

DISTRICT TRIAL COURT ADMINISTRATOR

DEFINITION OF WORK

This is highly responsible administrative work in directing the administrative activities of a judicial administrative district, encompassing the operations of the Idaho District Court, and its Divisions and Departments.

Work involves responsibility for organizing, directing and coordinating the processing of civil and criminal cases within the jurisdiction of the district. Work is performed under the general direction and supervision of the Administrative Judge for the district; work is reviewed through conferences and reports and evaluated on the basis of results obtained. Work includes assisting the Supreme Court in its constitutional duties to administer and supervise a unified and integrated court system.

Where authorized, work may also include certain judicial duties as a Magistrate, although primary work will remain administrative in nature.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed due to varying local conditions, nor do the examples cover all the duties which may be performed.)

Performs non-judicial public information duties, answering complaints, disseminating information concerning trial courts. Acts as liaison with law enforcement and other public officials, and attends designated public meetings as a court representative.

Under the general direction of the Administrative Judge, assigns cases and performs calendaring functions.

Prepares and administers non-state budget components for the trial courts. Monitors expenditures and controls supplies. Provides recommendations to Administrative Director of the Courts for preparation of state judicial budget.

Maintains personnel records for state judicial employees in district, including sick leave, vacation leave and attendance at judicial education programs.

Maintains list of counsel eligible for appointment.

Manages court library facilities.

Performs planning functions and recommends improvements in court processes to Administrative Judge and Administrative Director of the Courts.

Supervises jury selection system; works with jury commissioners.

Supervises the compilation and analysis of statistical data which is required by the Supreme Court.

Performs staff duties for Magistrates Commission functions.

Supervises court clerks and other clerical staff.

Manages physical court facilities; consults as to design of facilities changes.

Reviews pending cases to manage backlogs; initiates circuit changes in Magistrates Division to service rural communities.

If authorized, may perform judicial duties as Magistrate.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern principles and practices of public administration, including work flow principles and methods and supervision of personnel.

Knowledge of court procedures, legal documents, law and legal factors pertaining to the court.

Knowledge of the organization, functions, responsibilities and procedures of the courts.

Ability to organize, direct and coordinate the administrative activities of a large court in a manner conducive to full performance and high morale.

Understanding of accounting systems and statistical compilations of court information.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a four-year college or university with major course work in public administration, business administration or a related field; and thorough experience in an administrative capacity, including considerable experience in court or related administrative or professional work. A law degree may satisfy the experience requirement.