

**OREGON JUDICIAL DEPARTMENT
Trial Court Administrator 3**

Knowledge, Skills and Abilities (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
- 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 and supervisors to meet goals and objectives
- Ability to identify policy issues which impact external stakeholders, community partners, and other public or private sector agencies