



Court Executive Career Brief

BACJ-related certificates and concentrations: N/A

BACJ-related courses:

- CRJU 3420 - Pleas, Trials and Sentences (3 Credits)
- CRJU 4044 - Courts and Judicial Process (3 Credits)
- CRJU 4100 - Administration of Criminal Justice (3 Credits)
- CRJU 4120 - Race, Class, and Justice (3 Credits)
- CRJU 4121 - Ethics in Criminal Justice (3 Credits)
- CRJU 4410 - Criminal Law and Constitutional Procedures (3 Credits)
- CRJU 4430 - Law and Society (3 Credits)
- CRJU 4440 - Courts and Social Policy (3 Credits)
- PSYC 3611 - Psychology of Women (3 credit hours)
- PSYC 3505 – Psychology and the Law (3 credit hours)

Complementary/recommended minors: Spanish, Foreign Languages, Psychology, Sociology, Finance, Business, English Writing, Communication, Law Studies

Recommended extracurricular activities and experiences: Alpha Phi Sigma Criminal Justice Honor Society, study abroad, other community involvement and equity, diversity and inclusion (EDI) experiences such as a student association or club, volunteering in the community, or other experiences that expose you to communities and cultivate a service-minded perspective.

Internship: A judicial internship and exposure to the courts would be an ideal option. Additionally, a Court Judicial Assistant position may be a good option if you need a full-time job during college.

Duties and Responsibilities: Court executives are administrative positions and in Colorado there is one court executive position per judicial district. The court executive supervises and directs court employees including: Clerk of Court staff, jury commissioner, and other administrative staff for the district. The CE provides case flow management in conjunction with the Clerk's office, ensuring proper docket management, develops and implements new policies in conjunction with judges and court staff, implements policy changes from the State Court Administrator's Office and Chief Justice Directives, ensures maintenance of law library materials, and is responsible for recruitment, selection and termination and management of court employees. The CE also develops and establishes procedures for operating and maintaining required administrative systems, develops and manages the budget, purchasing and accounting functions, and authorizes expenditures. They participate in the design, acquisition, and implementation of automation for court processes and proceedings, coordinates the

activities of the court and maintains productive relationships with Judicial Officers, County Commissioners, State Court Administrator's Office personnel, other courts, the bar association, law enforcement agencies, general public, and correction institutions. The CE appraises the Chief Judge on all administrative matters. (Adapted from Colorado State Judicial Department)

Work Environment and Schedule: The court system runs on a typical 8am-5pm Monday-Friday workweek. Due to this, overtime isn't as likely as it is with some other jobs.

Career Path/Promotion: The career path for a court executive may include advancing from a Court Executive I classification to a Court Executive IV classification, or advancing within the court system to higher level courts and similar administrative positions.

Education, Training and Certification: Bachelor's degree, Master's degree preferred. For Colorado: The employee must also be able to complete mandatory supervisory training provided by the Colorado Judicial Branch.

Skills and Competencies: Listening skills, finance, observation, writing, service mindset, emotional intelligence, communication, and analytical skills.

Colorado Salary Averages:

Bottom 10%: \$59,936

Top 10%: \$217,664

Median: \$90,400

Median Salary in U.S. as of 2021: \$91,000

*Note that salary can vary widely in this position depending on the classification or judicial district