

**Municipal Courts
Definitions for Administrative Staff Types**

Court Administrator	
Court Administration	Individuals, other than the court administrator, involved in the overall administration and operation of the court. (If FTEs are identifiable to Finance & Accounting, Information Technology or Human Resources, those categories are used.)
Judicial Assistants	Clerical and other staff, except bailiffs, reporting directly to judicial officers.
Bailiffs	Anyone whose job title is Bailiff, regardless of duties.
Other Courtroom Support	Any other staff, besides judicial assistants and bailiffs, who work in the courtroom.
Case Management. Calendaring & Scheduling	Staff responsible for maintaining court calendars and scheduling cases, and ensuring the efficient movement of cases through the court process.
Court Facilitators	Staff who provide assistance, but not legal advice, to self-represented individuals.
Jury Management	Staff who maintain jury lists, summon jurors, manage jurors, etc.
Records Management	Employees responsible for maintaining case files and other records, including audio and video recordings.
Revenue - Receipting, Collections & Accounting	Staff responsible for accepting, soliciting collection of, and accounting for penalties, fines, court costs, fees, and other monies owed to the court.
Customer Services	Employees staffing service counters, telephones, etc.
Drug Court and Other Therapeutic Courts	Any staff assigned exclusively to therapeutic courts.
Pre-Trial Services	Staff who screen or assess defendants in criminal cases, or who provide other services prior to trial in such cases.
Probation and Other Post-Trial Services	Includes probation officers and others responsible for ensuring compliance, and those staffing other post-trial programs (for example, day reporting, work crew, jail alternative, and youth programs); includes those managing, supervising or providing clerical support for probation and other post-trial services.
Security	Court staff, other than bailiffs, responsible for security in the court.
Interpreter Services	Includes interpreters, those responsible for supervising interpreters, and those responsible for scheduling interpreters.
Finance & Accounting	
Information Technology	
Human Resources	