

**Superior Courts  
Definitions for Administrative Staff Types**

<b>Court Administrator</b>	
<b>Court Administration</b>	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.)
<b>Judicial Assistants</b>	Clerical and other staff, except bailiffs, reporting directly to judicial officers.
<b>Bailiffs</b>	Anyone whose job title is Bailiff, regardless of duties.
<b>Law Clerks</b>	Staff attorneys who provide legal research for judicial officers.
<b>Other Courtroom Support</b>	Any other staff, besides judicial assistants, bailiffs and court clerks, who work in the courtroom.
<b>Case Management. Calendaring and Scheduling</b>	Staff responsible for maintaining court calendars and scheduling cases, and ensuring the efficient movement of cases through the court process.
<b>Pre-Trial Services</b>	Staff who screen or assess defendants in criminal cases, or who provide other services prior to trial in such cases.
<b>Family Court Services</b>	Specialized staff who provide services to a Family Court and to those involved in Family Court matters.
<b>Court Facilitators</b>	Staff who provide assistance, but not legal advice, to self-represented individuals.
<b>Jury Management</b>	Staff who maintain jury lists, summon jurors, manage jurors, etc.
<b>Drug Court and Other Therapeutic Courts</b>	Any staff assigned exclusively to therapeutic courts.
<b>Guardianship Monitoring</b>	Staff who monitor guardianships created by the court.
<b>GALs (Title 11 and Title 26 only)</b>	Guardians ad litem for estates and trusts, and in family law cases.
<b>Civil Commitment;</b>	Staff who provide services related to civil commitment cases.
<b>Child Support Enforcement</b>	Staff who provide services related to the enforcement of child support.
<b>Arbitration</b>	Staff who provide services related to cases in arbitration.
<b>Interpreter Services</b>	Includes interpreters, those responsible for supervising interpreters, and those responsible for scheduling interpreters.
<b>Family Juvenile Court Improvement Plan (FJCIP)</b>	Staff involved in FJCIP projects and activities.
<b>Security</b>	Court staff, other than bailiffs, responsible for security in the court.
<b>Finance &amp; Accounting</b>	
<b>Information Technology</b>	
<b>Human Resources</b>	
<b>Court Reporters/Transcriptionists</b>	