

# Structure of Office of Trial Court Administrator -- Amending in Part Directive #9-90 ("Vicinage Table of Organization")

Directive # 7-97  
(Amending Directive #9-90, in part)  
Issued by:

May 23, 1997  
James J. Ciancia  
Administrative Director

Based on the recommendations of the Judiciary Budget and Planning Committee and the Conference of Trial Court Administrators regarding the need for a uniform structure for the Office of Trial Court Administrator, Chief Justice Poritz has authorized amendment of that portion of Directive #9-90 ("Vicinage Table of Organization") relating to the structure of the Office of Trial Court Administrator as set forth in the attached description and organizational chart. Each vicinage should submit a detailed transition plan to me within sixty days of the date of this directive; your respective transition plans should identify the current status of your vicinage as compared to the approved structure and set out specific plans (including timetables) for fully implementing that structure.

## Structure of Office of Trial Court Administrator

The Assignment Judges at the April 9, 1997 CJ/AJ Meeting approved a uniform structure for the Office of Trial Court Administrator, based on recommendations of the Judiciary Budget and Planning Committee and the Conference of TCAs. The details of that approved uniform structure are set forth below. This supplements and amends the relevant provisions of Directive #9-90 ("Vicinage Table of Organization"). Each vicinage will be permitted to achieve the uniform structure through attrition but pursuant to a specific transition plan submitted to the Administrative Director.

The approved structure features a single level of eight key managers reporting to the Trial Court Administrator in each vicinage: (1) Civil Division Manager, (2) Criminal Division Manager, (3) Family Division Manager, (4) Municipal Division Manager, (5) Vicinage Chief Probation Officer, (6) Finance Manager, (7) Human Resources Manager, and (8) General Operations Manager. Eventually all of these key managers will be in a similar salary band.

The General Operations Manager is responsible for supervising work in interdivisional areas such as libraries, interpreters, jury, and others. Where vicinages currently have an Assistant Trial Court Administrator performing the General Operations Manager duties, those individuals will be permitted to retain their ATCA titles; in time, through attrition, these ATCA positions will be replaced with a General Operations Manager (subject to approval of management titles recommended by the classification study).

All Assistant Trial Court Administrators who are primarily functioning as Finance Managers, Human Resources Managers, or Municipal Division Managers are to be changed to those titles under Rule 1:33.

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Each multi-county vicinage will be permitted to have one generalist Assistant Trial Court Administrator to be the Trial Court Administrator's on-site presence in the vicinage's outlying counties (one such generalist Assistant Trial Court Administrator for each multi-county vicinage). Further, even though not a multi-county vicinage, because of its special needs the Essex Vicinage will be permitted to have up to two such generalist Assistant TCAs. Additionally, the other three large single-county vicinages that currently have two Assistant TCAs will be permitted the opportunity in their transition plans to justify their particular need for a second generalist.

Since all of these key managers will be of the same level, it is left up to the Assignment Judge and the Trial Court Administrator to determine which of these key managers will function as acting Trial Court Administrator in the Trial Court Administrator's absence.

Each vicinage is required to submit a transition plan to the Administrative Director identifying the current status of the vicinage as compared to the approved structure and setting out specific plans (including timetables) for achieving full compliance.

**EDITOR'S NOTE**

This directive amends Directive #9-90.  
Reference to an organizational chart has been deleted from this directive.  
This Directive is amended by Directive #2-00.

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