

[13-102.

(a) There is an administrative office of courts of the seventh judicial circuit, headed by an administrator. The administrator is appointed by and holds office during the pleasure of the judges of the seventh judicial circuit. He shall devote time to his official duties as the judges prescribe. He shall have the salary and allowances prescribed and set by the county governments of Prince George's, St. Mary's, Calvert, and Charles Counties. His salary shall be paid one half by Prince George's County, and one sixth by each of St. Mary's, Calvert, and Charles Counties.

(b) The administrator, with the approval of the judges of the seventh judicial circuit, shall appoint employees necessary to enable him to perform his duties. Prince George's County shall set and pay compensation and allowances for the employees, together with expenses for the proper operation of the office.

(c) The administrator may not engage directly or indirectly in the practice of law.

(d) The administrator, under the supervision and direction of the judges of the seventh judicial circuit, shall:

(1) Exercise general administrative supervision of the courts of the seventh judicial circuit, exclusive of the offices of the several clerks of the courts and their employees;

(2) Serve as personnel officer of the seventh judicial circuit and in that capacity recommend to the judges (i) job descriptions and classifications for every employee of the courts of the seventh judicial circuit; (ii) appropriate salary scales and standard procedures for procurement and promotion of personnel of the courts of the seventh judicial circuit; (iii) regulations governing hours of work, leaves of absence and other conditions of employment of the courts of the seventh judicial circuit;

(3) Formulate and submit to the judges of the seventh judicial circuit recommendations for improvement of the judicial system;

(4) In cooperation with the Administrative Office of the Courts of the State, collect and compile statistical data and other information on work of all offices related to and serving courts of the seventh judicial circuit and transmit this material to the judges of the circuit;

(5) Examine the administrative and business methods and systems employed in the offices related to and serving the courts of the seventh judicial circuit for possible improvements;

(6) Examine the condition of the dockets and the practices and procedures of the courts of the seventh judicial circuit and make recommendations for their future operation;

(7) Prepare and submit budget estimates of appropriations necessary for maintenance and operation of the courts of the seventh judicial circuit and of offices related to and serving the courts as the judges direct;