

Edition, being Article IV of the Code of Public Local Laws of Maryland), title "Baltimore City", to follow immediately after Section 303 thereof, to be under the new subtitle "Administrative Office of the Supreme Bench", and to read as follows:

Administrative Office of the Supreme Bench

303A. *An administrative Office of the Supreme Bench of Baltimore City is created, with an Administrator as its head.*

303B. *The Administrator shall be appointed by the Supreme Bench of Baltimore City to serve during its pleasure. He shall devote full time to his official duties and shall not at any time engage in the practice of law. He shall receive such compensation as is provided from time to time in the Ordinance of Estimates, but not less than fifteen thousand dollars (\$15,000) per annum.*

303C. *The Administrator, with the approval of the Supreme Bench of Baltimore City, shall appoint such assistants and other employees as are necessary to enable him to perform his duties, including the discharge of the duties of Clerk of the Supreme Bench of Baltimore, under Article IV, Section 38 of the Constitution of Maryland, and the persons so appointed shall receive such compensation as is provided from time to time in the Ordinance of Estimates.*

303D. *The Administrator, under the supervision and direction of the Supreme Bench of Baltimore City, shall*

(1) Exercise general administrative supervision ~~over supporting services to~~ OF the Supreme Bench.

(2) Serve as personnel officer of the Supreme Bench, and in such capacity recommend to the Supreme Bench (i) job descriptions and classifications for all employees of the Supreme Bench; (ii) appropriate salary scales and standard procedures for the procurement and promotion of personnel OF THE SUPREME BENCH; and (iii) regulations governing hours of work, leaves of absence, and other conditions of employment. OF THE SUPREME BENCH.

(3) Formulate and submit to the Supreme Bench recommendations for the improvement of its judicial system.

(4) Examine the administrative and business methods and systems employed in the offices related to and serving the Supreme Bench for possible improvement.

(5) In cooperation with the Administrative Office of the Courts of the State of Maryland, collect and compile statistical data and other information on the work of other offices related to and serving the Supreme Bench, and transmit this material to the Supreme Bench.

(6) Examine the condition of the dockets and the practices and procedures of the Supreme Bench and make recommendations for expediting litigation.

(7) Prepare and submit budget estimates of appropriations necessary for the maintenance and operation of the Supreme Bench and of the offices related to and serving the Supreme Bench.