

(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 such capacity recommend to the judges thereof (i) job descriptions and classifications for all employees of the Courts of the Seventh Judicial Circuit; (ii) appropriate salary scales and standard procedures for the 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 the improvement of the judicial system.*

(4) *In cooperation with the Administrative Office of the Courts of the State of Maryland, elect and compile statistical data and other information on the work of all offices related to and serving the Courts of the Seventh Judicial Circuit and transmit this material to the judges of said 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 future operation thereof.*

(7) *Prepare and submit budget estimates of appropriations necessary for the maintenance and operation of the Courts of the Seventh Judicial Circuit and of such offices related to and serving the said Courts as may be directed by the judges thereof.*

(8) *File requests for permission to spend funds appropriated for the Courts of the Seventh Judicial Circuit and for such offices related to and serving the Seventh Judicial Circuit as directed by the judges therefor and approve all proper vouchers for the expenditure of funds.*

(9) *Secure and maintain space for courtrooms and office facilities and purchase, exchange and distribute equipment and supplies for the judges and the offices, officers and employees of the Courts of the Seventh Judicial Circuit.*

(10) *Collect and compile statistical data and other information on the expenditures and receipts of the Courts of the Seventh Judicial Circuit and related offices and make periodical reports thereof to the Judges of the Seventh Judicial Circuit.*

(11) *Consult with and assist the officers and employees of the Courts of the Seventh Judicial Circuit.*

(12) *Investigate complaints with respect to the operation of the Courts of the Seventh Judicial Circuit and make such recommendations to the judges of the Seventh Judicial Circuit as may be appropriate.*

(13) *Prepare and publish the annual report on the activities of the administrative office of the Seventh Judicial Circuit.*