

pleasure. [He] THE ADMINISTRATOR shall devote full time to [his] official duties and shall not at any time engage in the practice of law. [He] THE ADMINISTRATOR shall receive such compensation as is provided from time to time in the Ordinance of Estimates.

22-3.

The Administrator, with the approval of the [Supreme Bench of] CIRCUIT COURT FOR Baltimore City, shall appoint such assistants and other employees as are necessary to enable [him] THE ADMINISTRATOR to perform his duties, including the discharge of the duties of Clerk of the [Supreme Bench of] CIRCUIT COURT FOR Baltimore City, under Article IV, Section [38] 25 of the Constitution of Maryland, THE ADMINISTRATIVE DUTIES OF THE COURT, and the persons [so] appointed shall receive such compensation as is provided from time to time in the Ordinance of Estimates.

22-4.

The Administrator, under the supervision and direction of the [Supreme Bench of] CIRCUIT COURT FOR Baltimore City, [shall] SHALL:

(1) Exercise general administrative supervision of the [Supreme Bench] CIRCUIT COURT.

(2) Serve as personnel officer of the [Supreme Bench] CIRCUIT COURT, and in such capacity recommend to the [Supreme Bench] COURT:

(i) Job descriptions and classifications for all employees of the [Supreme Bench] CIRCUIT COURT;

(ii) Appropriate salary scales and standard procedures for the procurement and promotion of personnel of the [Supreme Bench] CIRCUIT COURT; and

(iii) Regulations governing hours of work, leaves of absence, and other conditions of employment of the [Supreme Bench] CIRCUIT COURT.

(3) Formulate and submit to the [Supreme Bench] CIRCUIT COURT 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] CIRCUIT COURT 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] CIRCUIT COURT, and transmit this material to the [Supreme Bench] CIRCUIT COURT.