Court Support Personnel Staffing Estimation Formula Instructions

This formula is designed to be a tool for court administrators, managers and judges to use to estimate the number of staff needed to perform the administrative support tasks for their court.

Key Assumptions of Formula:

- This formula assumes that each court has one court reporter assigned to the court.
- This formula assumes that each court has an assigned bailiff or designated county plan for courtroom security.
- The formula assumes a 40-hour work week for all administrative employees.
- This formula calculates a miscellaneous time allowance of 13.75% per task to account for staff time between tasks, time spent performing other tasks which may not be covered by the specific job functions of the formula, and paid time off.

Formula Instructions:

- The formula lists 8 job functions and the associated example tasks for each job function with the ability to enter up to 2 additional job functions that may be specific to the jurisdiction or court. These are found in the blue colored cells below the job function.
    o In addition to example tasks, each job function lists what one task is equivalent to in the blue cells under the job function. This information is necessary to complete the remainder of the formula.
- For each job function, we have provided a suggested number of hours it takes to complete one task within the job function per week per one staff member assigned to the job function. The suggested amount of time to complete each task is highlighted yellow (column '# of hours per one task per 1 staff').
    o Those completing the formula for their jurisdiction have flexibility to overwrite the suggested time per task if they have a more empirically supported amount of time to complete each task for their jurisdiction or court.
- For each job function, the person completing the formula will need to enter the number of tasks (using the definitions provided in the blue cells under the job functions) in the corresponding green cells (column '# of task').
- For jurisdictions and courts with multiple staff with discrete roles, they may enter the number of staff assigned to each job function in the corresponding green cell in the '# of current staff' column.
    o Please note, that if you do not enter a number in this cell, it will show the jurisdiction or court is 'understaffed' in the specific task, however, this should not be considered independently of the total number of staff needed to support the court.

Interpretation

- For each job function, we will provide a calculation of the number of staff needed to perform the function based on the amount of time per task, number of tasks, miscellaneous time, and number of current staff.
- We will also provide a total number of staff needed to support the jurisdiction or court based on the totality of the information entered the formula.

- Each of these estimations should be taken into consideration with the data entered and configuration of staff for the jurisdiction or court.