

Annex 8: Variation in the Roles of Court Managers across Serbia

Job Description	Belgrade Appellate	Kragujevac Appellate	Nis Appellate	Novi Sad Appellate	Belgrade Higher	Nis Higher	Belgrade First Basic	Novi Sad Basic	Belgrade Misdemeanor
Draft, monitor, execute budget	√	√	√		√	√	√	√	√
Financial and staff plan	√	√	√	√	√	√			√
Supervise procurement	√	√	√	√	√	√	√	√	√
Recommend strategic plans	√			√			√	√	√
Internal communication	√		√	√			√	√	
Staff meetings	√								
Technical services	√			√	√				
Organize meetings	√				√		√	√	
Protocol of Court President	√				√				
Cooperate with other entities	√	√		√			√	√	√
Activities in donation sphere	√					√	√	√	
Building management	√	√	√	√		√	√	√	√
Health and safety		√					√	√	√
Analyze statistical data	√	√		√			√	√	√
Monitors need for staff seminars		√					√	√	
Organize training for judges & staff	√	√		√			√	√	
Supervise internal org units		√	√	√		√	√	√	√
Evaluation of employees				√	√		√	√	
Monitors need for PR seminars				√					
Requirements									
Social sciences degree	√								None listed
Law or Economics degree		√	√						
Law, Economics or Management degree				√					
Economics or Org Science degree					√				
University degree						√			
University degree in arts							√	√	
Graduate studies							√	√	
Bar exam		√							
Public Administration exam	√		√						
State professional exam					√	√	√	√	
Years of experience	3	7	5	5	3	7	7	7	
Computer literacy	√	√	√	√		√	√	√	
Second language		√	√	√		√	√	√	