

## CHAPTER I

### INTRODUCTION

#### A. Background of The Research

Work is an important aspect of life, as we know there are many types of jobs in this world. Starting from those we often encounter such as public servants, office workers and café barista and many more. Apart from that work is very important for human life because working is part of god's command. Every effort and work step that a person takes in developing the business or company where a person works is value of worship and blessing for him. This is started in the holy book of everyone's beliefs.

In this world there are so many variations of work, example like a office workers, janitors, barista, driver taxi, health workers & etc. Likewise there are many variations of work in the court state, Court State in Indonesia can be divided into various categories. As an illustration Bekasi Court State is categorized as a class 1A special, meaning that more than 500 cases are handled there each year. Moreover, Bekasi dense population makes it susceptible to both internal conflicts and criminal activity. In this case, the Bekasi District Court needs a lot of capable staff members in order to effectively serve civil society.

Court state has multiple divisions and an organizational framework. Chief of Court, Deputy Chief of Court, Secretary, Clerk of Court, Bailiff of Court, Civil Division, Crime Division, PTIP, Public and Finance Division, and other divisions are among these structures. Everybody is responsible for their own obligations. Nonetheless, one department is crucial to the efficient operation of the district court system. The public and finance division is the name given to this division. This

organization oversees the state courts financial, administrative, resource, and equipment needs as well as their inventory and correspondence. People who are meticulous and meticulous in their work are needed in this division, especially those in charge of the administration.

Administration is all activities from setting up to managing everything which is carried out to achieve a common goal. Administration cannot be done by one person alone, because it requires cooperation between two or more people. Administration is needed by every organization or company, administration help in terms of planning and developing activities in order to achieve common goals. There are at least have three administration objective that is to monitor the activities or data belonging to the organization. The administration helps the organization to monitor and always pay attention to the activities or data it owns, for evaluation in addition to monitoring administration is also needed to carry out evaluation. For examples evaluating policies, activities, plans, or other things and for the preparation of the administrative activity program and this development, so that it is in the line with what the organization want. Administration has five important functions among other as planning function, preparation function, coordination function, reporting function and financial function. There are many types of administration that can be found in the environment around us, example office administration, state administration, finance administration & etc.

Laxmikant (2011) states that administration is an action carried out to achieve a direction that has a goal. By definition, administration is basically concerned with the methods necessary to achieve predetermined goals. Here, “means” refers to the method of doing or obtaining something. The administrator's goal is to increase production and organizational efficiency by simplifying procedures, allocating

resources more effectively, and eliminating redundancy. They aim to increase operational efficiency, reduce space and deliver the best results. The requests and expectations of various stakeholders, such as employees, clients and communities, are met by managers. By providing high quality service, good communication and moral behavior, they put stakeholder happiness as a top priority. Administration provides organizations with data and statistics to analyze. A culture of sustainable development is promoted by administrators. Apart from that, to maintain the stability and sustainability of the organization, management also needs to concentrate on financial management. They create and execute budgets, monitor financial performance, control costs, and hope to increase efficiency and effectiveness. The goal is to maintain healthy and transparent organizational finances and maximize financial resources. District courts can demonstrate wise use of tax money and utilize it by serving the community well and providing fair laws.

The writer has already discussed the many organizational divisions and structures that make up the district court. Each division and structure has certain duties, and each employee is assigned a job description. An official written document that outlines an employee's responsibilities, qualifications, and expectations within an organization is called a job description. It provides a detailed explanation of all the important responsibilities and requirements of the role, serving as a manual for prospective employees and employers alike. Job descriptions are always in place at different points during the employment lifecycle. It forms the basis of recruitment and selection processes by drawing in eligible candidates and helping employers and job seekers determine whether the position fits the applicant's qualifications. Job descriptions are also used in staff development, career planning, performance reviews, and performance objectives.

As administrator of the Bekasi District Court, the author is assigned and given responsibility for carrying out various important tasks so that there are no errors in their implementation. The author was trained and given tasks that are usually carried out by Bekasi District Court employees. This requires transparency and focus in carrying out tasks, especially in the field of public administration, for example registration of incoming and outgoing letters, Receiving telephone calls, Archiving incoming and outgoing letters, Prepare office supplies and equipment and Make photocopy of incoming and outgoing letters.

The college where the author studied, STBA JIA, implemented the KMB or Independent Learning Curriculum. KMB is the newest curriculum initiated by the Ministry of Education and Culture. This means that all students, especially those taking the Diploma program, are required to take part in an internship and write a final assignment in the form of a scientific paper. KMB focuses on developing student character and student competency. The hope is that after graduating, they will be ready to work in companies, government agencies, or become entrepreneurs. Well, Internship can be an introduction to what it's like to work.

By taking the opportunity to do an internship at a government agency, the author wants to take advantage of this opportunity to gain experience and learn how government agencies such as district courts work. Internship with the government are very important for both interns and the organizations that employ them. This gives apprentices the opportunity to put their skills and knowledge to use in real-world projects and assignments, giving them invaluable insight into and understanding of the difficulties and complexities of public service. In connection with this, the writer chose the Bekasi District Court as the institution that the author will observe and

analyze during the author's internship at the Bekasi District Court. The author served as a public administrator in the public and finance subsection.

For this scientific work, the writers decide to summarize and explain the obstacle the writer faces as the Public Administrator. The writer also going to explains and finds the solution for overcoming all of the circumstances and hardship. The data for this scientific paper is based and collected from the writer's observations during 3 months internship program.

By taking the opportunity to do the internship in the government institution, the writer wants to maximize this opportunity to the earn an experience and learn on how government institution such as district court work. Governments internship are very important for both interns and the organizations employing them. It gives the interns the change to put their skill and knowledge to be used on real world project and duties, giving them invaluable insight and understand the difficulties and complexities of public service is. In this regard the writer chose Bekasi district court class AI as the institution that the writer is going to be observe and analysis during the writer's intern's period in Bekasi court district class AI. The writer is assigned as *the administrator under the sub division of public division*.

## **B. Question of The Research**

1. What are the job descriptions of administrator in Bekasi Court State ?
2. What problem does the administrator often experience in Bekasi Court State ?
3. What is the solution of the problem?

### **C. Objective of The Research**

1. To describe the job description of administrator in Bekasi Court State.
2. To identify the problem as administrator in Bekasi Court State.
3. To find the solution of the problem in Bekasi Court State

### **D. Operational Definition**

#### **1. Work**

Work is a social activity in which an individual or group puts effort during certain time and space. Work can be defined as a profession that a person does to earn a living and earn a living. Work can also be interpreted as a relationship between a company and workers/employees. In this relationship, workers will receive a salary as compensation from the company, and the amount depends on the type of profession they undertake.

#### **2. Administration**

Administration is an activity related to setting policies and managing information in an organization or company. Administration is a job found in an office, administrative work usually includes finance and general affairs. Someone who is in this job is called an administrator. Administration can be interpreted from several points of view, namely Administration in the narrow sense, Administration in the broadest sense, Administration as an art, Administration as a science and Administration as a profession.

#### **3. District Court**

District court is a judicial institution within general court which is located in the district or city capital. District court have several classes starting from II, IB, IA and special class IA which included special courts such as commercial courts, corruption crimes, industrial relations and also human right courts.

### **E. Method of The Research**

According to Darmadi (2013, p. 153), Research method is a scientific approach to obtaining data for a specified purpose. The scientific method allows the researcher to ensure that the research is founded on the rational, empirical, and systematical principles of science. There are two types of research methodologies: quantitative and qualitative methods.

### **F. Systematization of The Research**

Chapter I is Introduction. This chapter consists of Background of the Research, Question of the Research, Objective of the Research, Operational Definition, Method of the Research, and Systematization of the Research.

Chapter II is Theoretical Review this chapter This chapter describe about the definition of government institution, district court, administration, and relevance research

Chapter III is Company Profile this chapter consist history of Bekasi District Court, facility, mission and vision, organization structure, main duties and function in Bekasi District Court.

Chapter IV: Report of Observation Findings. This chapter explains the observation results, obstacles, and problem solving.

Chapter V is Conclusion and Suggestion this chapter discuss about Conclusion and Suggestion from the writer.