

Idaho Courts
Position Description

Position Title:	Director of Court Management
Effective Date:	August 2018
Salary Grade/Range:	Grade 19/\$86,520 - \$119,361
FLSA Status:	Exempt - Executive
EEO Job Category:	Officials and Administrators

General Position Summary:

Directs the work of the Court Management Division, which consists of the following subject matter areas: education and training; data and evaluation; policy, court operations, and business process; and language access services. This is a highly responsible position reporting to the Administrative Director of the Courts.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Serves as a member of the executive leadership team and participates in the development of strategic plans and court priorities;
- Develops and strengthens internal and external communication and provides leadership and guidance to judges, trial court administrators, elected clerks of the district court, and other court personnel regarding court policies, procedures, and programs. Serves as a liaison to trial court administrators and elected clerks of the district court;
- Oversees the development and implementation of continuing education and training programs for judges and non-judicial court personnel, including development and delivery of eLearning programs. Administers the mentor judge component of the Judicial Performance Evaluation Program;
- Directs data analysis and research activities related to policy development, business operations, administration of court services, evaluation of programs and services, quality assurance, and strategic planning;
- Coordinates activities to produce the annual report;
- Documents business processes, evaluates and analyzes existing practices, and formulates recommendations regarding the implementation of effective business practices for court operations, including case processing, caseload management, court facility planning, court forms, court records access and management, court security, electronic filing, jury operations, and record-making operations.
- Works closely with the Information Division regarding configuration of the court case management system and utilization of technological tools to meet business needs. Oversees the documentation of business requirements.
- Provides resources and support to the trial courts through the service desk, onsite support, and other technical assistance.
- Leads the Court's Language Access Program which includes the development of policies and procedures, provides direct services for the trial courts, as well as administers the court interpreter training, testing, and certification program;
- Develops policy recommendations related to the orientation and training of senior judges. Prepares and manages allocations for senior judge and active judge assignments, monitors utilization, and works with trial court administrators to ensure the most effective use of judicial resources;
- Participates on various Supreme Court committees. Provides direction for division staff responsible to create agendas and work plans, make recommendations, and provide technical assistance to committees to ensure innovative services are supported by sound business practices. Plans and facilitates regular meetings of the district trial court administrators.

- Supervises staff directly and through subordinate supervisors including hiring, training, employee evaluation, and recommendation of personnel actions;
- Recommends, develops, and manages the division operational and personnel budget. Develops, recommends, and monitors certain judicial district allocations.
- Works with government agencies and community partners to coordinate and implement policies, objectives, and procedures. Serves as a point of contact to troubleshoot any areas of concern.

Minimum Qualifications:

Education and Experience:

- Master's degree in judicial administration, public administration, business administration, or other degree similarly related to court administration OR a bachelor's degree in a related field and a Fellow of the Institute of Court Management. Juris Doctorate preferred;
- Five years of progressively responsible experience in the coordination, oversight, and implementation of programs;
- Three years of supervisory experience;
- Experience in the field of court management or judicial administration preferred;
- Experience in project management preferred.

Knowledge, Skills, and Abilities:

- Knowledge of judicial systems including court processes, jurisdiction, administration, rules and procedures;
- Knowledge of state and local governmental/legislative/political systems and processes;
- Knowledge of public sector budgeting and financial management;
- Knowledge of effective personnel management and supervisory practices and procedures;
- Knowledge of strategic planning and implementation;
- Knowledge of project management techniques;
- Knowledge of business process analysis models and techniques;
- Knowledge of adult education principles, as well as curriculum development and training design;
- Knowledge of research methods, research design, and principles of statistics;
- Skill in problem-solving and conflict resolution;
- Ability to advocate for effective solutions in a professional manner;
- Ability to interpret and apply complex policies, procedures, laws, and regulations;
- Ability to plan, organize, direct, and evaluate the work of staff;
- Ability to analyze complex issues and develop feasible solutions to problems;
- Ability to communicate clearly and concisely both verbally and in writing;
- Ability to establish effective and cooperative working relationships;
- Ability to provide leadership and develop consensus among stakeholders on internal and external issues;
- Ability to work independently with minimal direction;
- Ability to organize and prioritize projects to meet deadline and achieve desired results;
- Ability to maintain integrity and confidentiality.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Application Instructions

If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. All application materials must be received by **Tuesday, September 4, 2018**, no later than **5pm MDT**.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.