

**Idaho Courts  
Position Description**

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**Position Title:** Statewide Access to Justice Manager  
**Effective Date:** July 2022  
**Salary/Range:** Grade 16/\$63,210 - \$\$87,032  
**FLSA Status:** Exempt – Administrative  
**EEO Job Category:** Professional

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**General Position Summary:**

The Statewide Access to Justice Manager is responsible for managing access to justice services such as court assistance, language access, online dispute resolution, and other programs as required. The Statewide Access to Justice Manager will work under the general direction of the Director of the Court Management Division.

**How We Work:**

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

**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.)

- Researches best practices and evaluates and recommends changes to policies, procedures and laws governing access to justice services for the Idaho Courts including court assistance, language access, and online dispute resolution;
- Researches and recommends technological solutions to improve access to justice and enhance court processes;
- Conducts special planning activities with various stakeholders to develop new initiatives regarding access to justice services;
- Develops new programs or enhancements based on planning recommendations, sets goals and objectives, selects strategies and activities, identifies and secures resources, develops performance measures, and evaluates performance;
- Conducts legal research and makes recommendations to legal counsel regarding rule, statutory, or form changes as needed;
- Provides leadership, support, ongoing training, and technical assistance to court assistance officers throughout the state;
- Serves as a liaison to self-represented litigants, court assistance officers, clerks of the court, judges, and other court personnel regarding access to the Idaho Courts;
- Develops, implements, and manages an online dispute resolution program;
- Serves on judicial branch committees as required;

- May assist the Idaho Courts American with Disabilities Coordinator as necessary;
- Supervises the Statewide Language Access Coordinator.

**Minimum Qualifications:**

*Education and Experience*

- Graduation from an accredited law school is required;
- A minimum of five (5) years professional experience coordinating or managing programs;

*Knowledge, Skills, and Abilities*

- Knowledge of judicial systems, including court processes, administration, rules and procedures;
- Knowledge of state statutes and ability to interpret and apply them to administrative procedures and/or problems;
- Knowledge of technologies which assist in providing access to justice services;
- Knowledge of the Idaho Court system preferred;
- Knowledge of personnel management preferred;
- Skill in working with all individuals in a respectful and professional manner;
- Ability to conduct legal research;
- Ability to analyze complex issues and data and develop feasible solutions;
- Ability to plan and implement programs;
- Ability to communicate effectively verbally and in writing;
- Ability to work independently with minimal direction;
- Ability to work on multiple projects and organize and prioritize work to meet deadline;
- Ability to work with and develop consensus solutions with various stakeholders;
- Ability to establish and maintain effective and cooperative working relationships with court personnel, judges, other justice agency partners, and the general public;
- Ability to exercise sound professional judgment and makes independent decisions;
- Ability to travel throughout the State of Idaho.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary in determining whether an application is capable of performing the assigned duties and fulfilling the assigned responsibilities of this position.

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.

Updated: 3/2020 SG