

**MINNESOTA JUDICIAL BRANCH  
TENTH JUDICIAL DISTRICT**

*Welcomes your interest in the position of*

**Court Administrator IV  
Wright County  
(Buffalo, Minnesota)**

This is a highly responsible leadership position in the Minnesota State Court System. The successful candidate will be appointed to serve as the administrative head of the court system at the county level.

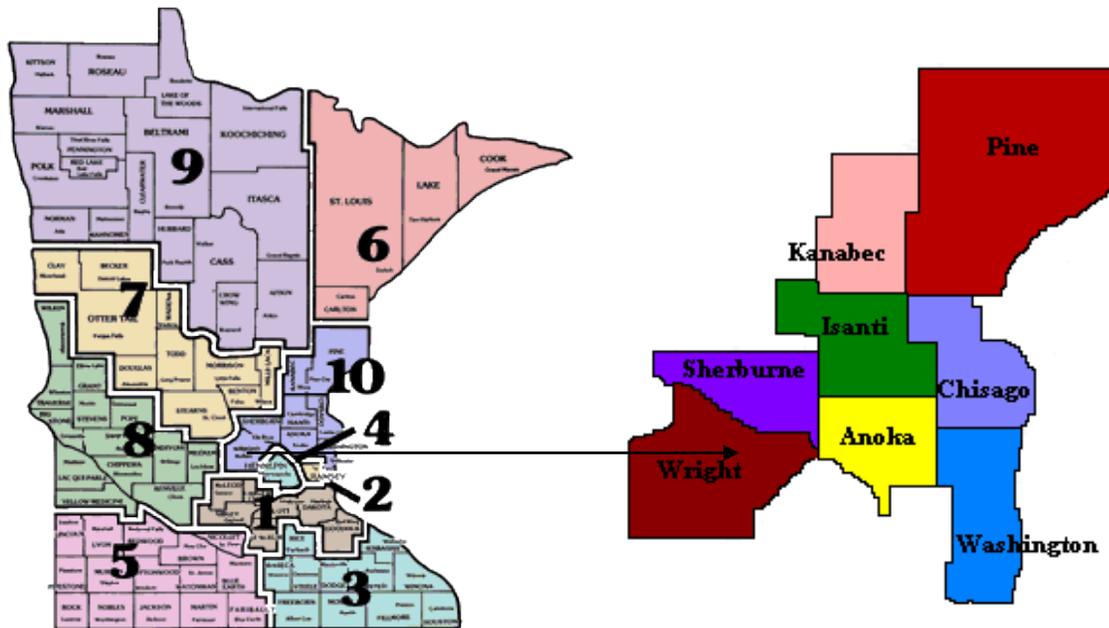
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***\*\*\*\*This posting has no hiring freeze restrictions.***



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## The Position: Wright County District Court Administrator



### About the Court:

Wright County is part of the Tenth Judicial District within the Minnesota Judicial Branch. In addition to Wright, the Tenth Judicial District also includes the counties of Anoka, Chisago, Isanti, Kanabec, Pine, Sherburne, and Washington. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts.

Wright County has six judges, each of whom has a court reporter and law clerk. The court administration team consists of a court administrator, two supervisors, and 24 full-time staff (total implied need is 30 FTE). In 2008, there were over 22,000 filings and a WCL need of 6.4 judges.

### About the County:

Due to its proximity to the Minneapolis/St. Paul area, Wright is one of the fastest growing counties in the state. The population is estimated to have increased by 19% since the 2000 census counted a population of 89,986. Located in East Central Minnesota, Wright County is bordered on the north by the Mississippi River and the east by the Crow River. Farmland, rivers and lakes characterize the landscape of the county. Over 3000 acres are devoted to the park system, which features lake accesses, canoe routes, swimming beaches, wooded campgrounds, walking trails, skiing trails, and fishing piers.

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## **Our Mission Statement:**

To provide justice through a system that assures equal access for the fair and timely resolution of cases and controversies.

## **The Position:**

This is a highly responsible leadership position and we are seeking a candidate with strong leadership skills able to perform the duties of a Court Administrator. Incumbents in these positions serve as the administrative head of the court system in the county and represent the court in non-judicial matters. The Court Administrator is responsible for organizing, directing and coordinating, through supervisors or deputies, the activities related to the direct processing of cases as well as related staff support. Work is performed with independence under the supervision of the Chief Judge and Judicial District Administrator who review work based on reports, conferences and results achieved. The Court Administrator serves at the pleasure of the judges of the District.

Work includes the overall management of all case types.

Typical duties of the Court Administrator IV include, but are not limited to:

- Represents the court in non-judicial matters with others such as the County Board, the County Manager, justice agencies, public groups, news media, committees, planning groups and the general public.
- Develops and manages the state court budget (\$1.7 million in FY09) and county budget (\$660,000); forecasts revenues and expenditures; participates in the development of performance measures; allocates staff to fulfill the operational needs of the court.
- Coordinates, organizes and supervises the management (through subordinate supervisors as necessary) of the various case processing activities of the court with regard to guidelines, work procedures, and caseload management. Maintains statistical records of caseload to determine needs. Wright County is in the process of implementing a Civil-Family block assignment system.
- Supervises the financial aspects of local court operations including the collection, receipt and accounting for fees, fines, bonds and escrow funds; maintains safe custody of funds and valuables, invests or distributes funds, and maintains financial records; prepares and reviews periodic financial, statistical and other administrative reports.
- Plans and organizes space management; plans court facilities, maintenance of buildings, and security of facilities. Meets with officials to plan and monitor procedures, office layout and design. Wright County recently built a new jail

and is studying the need for a new courthouse,

- Prepares routine and special reports of activities to promote the more efficient and effective management of the court system, suggesting changes to the local trial court judges and the Judicial District Administrator.
- Conducts continuing research and evaluation of court programs and operation, including the development and application of improved methods of administration for the purposes of increasing the efficiency and effectiveness of court administration.

#### Examples of Knowledge, Skills, and Abilities

- Ability to lead an actively growing county court operation and manage duties attendant to processing 22,000+ cases with 6 chambered judges and 26 staff.
- Knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the various divisions and functions of the unified district court.
- Knowledge of the organization, operations, functions, and scope of authority of the unified district court.
- Ability to make work-related decisions in accordance with laws, regulations, and court policies and procedures.
- Ability to supervise the maintenance of a variety of complex records and prepare reports from such records.

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### **Qualifications:**

(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above).

Graduation from an accredited four year college or university with a bachelor's degree in business, public administration, court administration or related field; and thorough (5-7 years) court supervisory, management and administrative experience.

A Court Management Program (CMP) Certificate or certification as a Fellow of the Institute for Court Management, National Center for State Courts, is desirable.

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### **Compensation & Benefits:**

The salary range for this position is \$29.31 - \$45.46 hourly (\$61,199 - \$94,920 annually).

The Court provides an excellent benefits package that includes:

- Health and dental insurance
- Retirement plan
- Deferred Compensation
- Health Care Savings Plan
- Life, Disability, and Long Term Care Insurance
- Life Insurance Policy
- Vacation, Sick, and Holiday leave

**To Apply:**

Please apply online through the NEOGOV system. In addition, please upload and attach your cover letter and resume to your online application.

The application deadline is Friday, August 21, at 5:00 PM.