



**MINNESOTA JUDICIAL SYSTEM
TENTH JUDICIAL DISTRICT**

Welcomes your interest in the position of

Kanabec County Court Administrator

The Court Administrator serves as the administrative head of the District Court in Kanabec County. The Court Administrator is responsible for the overall management of trial court programs, services and personnel to support a general jurisdiction trial court in a county with a population of just over 16,000 people and 2,600 annual case filings.

The Court Administrator is responsible for court budget and financial management, records management and information technology, space and facilities, personnel and training, jury management, case flow management, leadership and court community participation. The Court Administrator is responsible for organizing, directing and coordinating the activities of subordinates engaged in the direct processing of cases, as well as related staff support. Kanabec District Court has one resident judge, two judicial support staff, and six court administration staff. The Court Administrator is responsible for a \$375,000 operating budget and for processing fine and fee revenue and other collections. The Court Administrator has significant and active relationships with many county departments and state court offices.

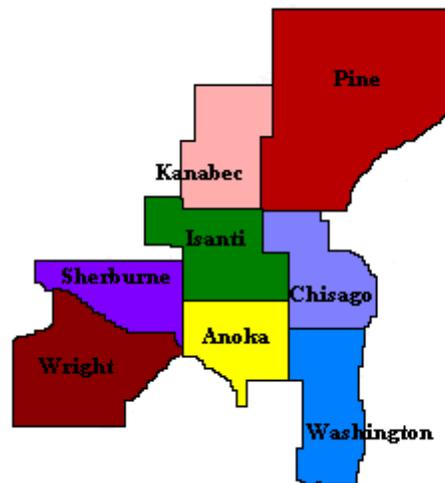
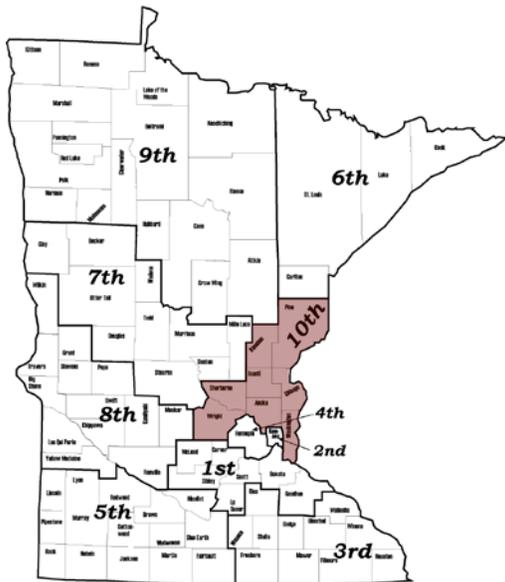
About the Court:

The Kanabec District Court is a general jurisdiction court; Minnesota has a single level trial court. Kanabec County is part of the Tenth Judicial District, which is one of the fastest growing judicial districts in the state. In addition to Kanabec, the Tenth Judicial District also includes the counties of Anoka, Chisago, Isanti, Pine, Sherburne, Washington and Wright. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts. The eight Court Administrators of the district work collaboratively with the Chief Judge, local judges and the Judicial District Administrator and his staff.

Kanabec County has one judge, who has a court reporter and law clerk. The court administration team consists of a court administrator and six Senior Court Clerks. In the past year, Kanabec County had 2,600 case filings, with a case mix representative of its rural communities.



KANABEC COUNTY COURTHOUSE



MINNESOTA'S JUDICIAL DISTRICTS

10th JUDICIAL DISTRICT

About the County:

Kanabec County has a population of 16,137, and is located approximately 90 minutes north of the Twin Cities. The Kanabec County Courthouse is located in the city of Mora at the crossroads of MN Highway 65 and Highway 23. Mora is proud of its strong Swedish heritage and honors the town's history through many events and activities throughout the year.

About the Position:

The Court Administrator position in Minnesota is a Constitutional office and considered an appointed public official who serves as the administrative head of the court system in the county. The appointed person serves without tenure at the pleasure of the majority of the judges of the 10th Judicial District. The Court Administrator's work is performed with independence and works closely with the local chair of chambered judges and the Judicial District Administrator.

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

Leadership and Strategic Planning

- Interprets and executes statutory mandates, rules of court, and judicial system policies as they relate to administrative matters.
- Assists the judiciary and the Judicial District Administrator in the formulation and implementation of policy.
- Develops or modifies procedures to insure compliance and supervises their implementation; evaluates the ability of the functions carried out and makes recommendations for program changes.
- Formulates and implements policy with respect to the operation of court administration at the county level; not in conflict with the district administrator's policies
- Develops or modifies procedures to insure compliance and supervises their implementation; evaluates the quality of court administration functions and makes program changes as necessary.
- Advises judges and lawyers concerning the administrative procedures of the court; identifies deficiencies in documents submitted by litigants and counsel. Drafts proposed orders upon request.
- 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.

Budget and Financial

- Develops a preliminary court budget for submission to the Judicial District Administrator.
 - Participates in the development of performance measures.
 - Forecasts revenues and expenditures.
 - Participates in budget hearings at the district level.
 - 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.

- Allocates staff to fulfill the operational needs of the court.
- Analyzes and recommends cost containment measures for jury operations to the trial court judges and the Judicial District Administrator.

Personnel

- Supervises and directs the work of all non-judicial employees of the Court Administrator's Office.
- Directs court personnel management including recruitment, hiring, training, motivation, performance evaluation, assignment, discipline, and discharge.
- Administers judicial personnel regulations and the provisions of collective bargaining contracts.
- Determines educational and training plans for staff.

Facilities, Space Planning and Security

- 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.
- Analyzes and prepares court security plans and coordinates with local law enforcement on high-risk trials.

Case Management

- Coordinates, organizes and supervises the management of the various case processing activities of the court with regard to guidelines, work procedures, and case flow management.

Records and Technology

- Oversees record management including computer operations, record retention, storage of records, local recordkeeping, and reporting of court minutes.
- Manages the electronic reporting and transcription of court proceedings.
- Maintains statistical records of case flow to determine needs.
- Implements the local trial court automated information system; coordinates with Judicial District Administrator regarding system modifications and training.

General

- Conducts continuing research and evaluation of court programs and operations, including the development and application of improved methods of administration for the purposes of increasing the efficiency and effectiveness of court administration.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.
- Represents the court in non-judicial matters with others such as sheriff, public groups, news media, committees, planning groups and the general public.

Knowledge, Skills, and Abilities

- Considerable knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the various divisions and functions of the unified district court.
- Considerable knowledge of the organization, operations, functions, and scope of authority of the unified district court.
- Considerable knowledge of modern office practice and procedures.
- Considerable knowledge of automated information systems used in the court.
- Ability to understand and follow oral and written instructions.
- 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.
- Ability to plan, assign, coordinate, supervise, and manage the work of subordinate employees engaged in a variety of court clerical activities.
- Ability to perform personnel management functions.
- Ability to express ideas concisely and clearly, orally and in writing.
- Ability to analyze, process and recommend changes.
- Ability to establish and maintain effective working relationships with others.

Qualifications:

Minimum Qualifications:

- 3 years of court supervisory or other legal experience.
- Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above.
- An example of an acceptable qualification for this position is: Graduation from an accredited college or university with a Bachelor's degree in business, public administration, court administration or related field; supplemented by some court supervisory experience or other legal experience.

Preferred Qualifications

- 5 years of court supervisory, management and administrative experience
- Bachelor's degree in judicial administration or related field
- Certification as a Fellow of the Institute for Court Management, National Center for State Courts or certificate of completion of the ICM Court Management Program.

Compensation & Benefits:

The salary range for this position is \$24.70 - \$42.10 hourly (\$51,573 - \$87,904 annually) depending upon experience. As a state employee, the position enjoys an excellent benefits package that includes:

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

To Apply:

Interested candidates should apply online at www.mncourts.gov/careers. Please attach a cover letter and resume to your online application.

The application deadline is January 5, 2015 at midnight.

First interviews will take place mid-January.

Successful candidate will be required to pass a criminal background check.

Equal Opportunity Employer