



**MINNESOTA JUDICIAL SYSTEM
TENTH JUDICIAL DISTRICT**

Welcomes your interest in the position of

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

The Court Administrator serves as the administrative head of the District Court in Wright County. The Court Administrator is responsible for the overall management of trial court programs, services and personnel to support a general jurisdiction trial court with 18,586 annual case filings in a county with six resident judges, 12 judicial support staff, and 29 court administration staff.

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, through subordinate supervisors, the activities of subordinates engaged in the direct processing of cases, as well as related staff support. The Court Administrator is responsible for a \$1.9 million 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.

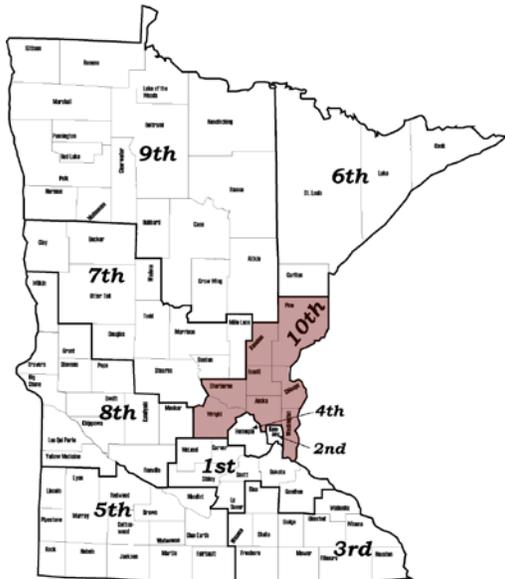
About the Court:

The Wright District Court is a general jurisdiction court; Minnesota has a single level trial court. Wright County is part of the Tenth Judicial District, which is one of the fastest growing judicial districts in the state. 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. The eight Court Administrators of the district work collaboratively with the Chief Judge, local judges and the Judicial District Administrator and his staff.

Wright County has six judges, who each have a court reporter and law clerk. The court administration management team consists of the Court Administrator and three Court Operations Supervisors. In the past year, Wright County had 18,586 case filings, with a case mix representative of its exurban and rural communities.



WRIGHT COUNTY COURTHOUSE



MINNESOTA'S JUDICIAL DISTRICTS



10th JUDICIAL DISTRICT

About the County:

Due to its proximity to the Minneapolis/St. Paul area, Wright is one of the fastest growing counties in the state. Seventeen cities and 18 townships exist in the county, which has a total estimated population of 128,470. 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 3,000 acres are devoted to the park system, which features lake accesses, canoe routes, swimming beaches, wooded campgrounds, walking trails, skiing trails, and fishing piers. The Wright County courthouse is located in the City of Buffalo.

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 ensure 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 ensure 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 and manages the state court budget (\$1.9 million in FY15); forecasts revenues and expenditures; participates in the development of performance measures; allocates staff to fulfill the operational needs of the court; 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.
- Analyzes and recommends cost containment measures for jury operations to the trial court judges and the Judicial District Administrator.
- Develops and manages county budget for appointed counsel and other county obligations (\$185,000 in FY15, excluding rent allocation).

Human Resources

- Directs court human resources management including recruitment, hiring, training, motivation, performance evaluation, assignment, discipline, and discharge.
- Administers judicial branch personnel regulations and the provisions of collective bargaining contracts.
- Determines educational and training plans for staff.

Facilities, Space Planning and Security

- Works with county officials to plan and organize space management; plan 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 (through subordinate supervisors) 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 record retention, storage of records, local recordkeeping, and reporting of court minutes.
- Maintains statistical records of case flow to determine needs.
- Implements the statewide 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 including employees, Judges, and state and county officials

Qualifications:

Minimum Qualifications:

- 5 years of court or other legal experience
- Graduation from an accredited college or university with a Bachelor's degree in business, public administration, court administration or related field
- Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above

Preferred Qualifications

- 7+ years of court supervisory, management and administrative experience
- Master'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 Certified Court Manager (CCM) or Certified Court Executive (CCE) program.

Compensation & Benefits:

The salary range for this position is \$31.10 - 53.04 hourly (\$64,937 - \$110,747 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
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To Apply:

Interested candidates should apply online by clicking the “apply” link at the top of this page. Please attach a cover letter and resume to your online application.

The application deadline is January 26, 2015 at midnight.

First interviews will take place on February 3, 2015.

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

Equal Opportunity Employer