

Position Announcement

State Courts Administrator Missouri Office of State Courts Administrator



The Supreme Court of Missouri is seeking a dynamic, innovative leader with excellent communication and interpersonal skills to oversee Missouri's Office of State Courts Administrator. This position oversees a management team and an office of approximately 230 employees dedicated to improving the administration of justice in Missouri.

The position is located in Jefferson City.

We are offering a competitive compensation package with full benefits, including affordable health care, retirement plan, paid leave and more.



About the Position

Basic Functions and Responsibilities

The State Courts Administrator is responsible for the oversight and management of the administration of judicial procedures in Missouri's trial courts. The individual in this position will be responsible for strategic planning for the Missouri judiciary; preparation of annual budgets; improving statewide case management; development and implementation of court policy; and recruitment and management of staff, information technology systems, program research and evaluation, and statistical record keeping.

The State Courts Administrator oversees an executive team consisting of a Deputy State Court Administrator, two division directors and a legal counsel. The office of state courts administrator employs approximately 230 managers, professionals, technical and support staff with responsibility for developing, implementing and administering resources and policies in 45 judicial circuits consisting of 115 trial courts and 45 juvenile offices.

Qualifications and Competencies

This position interacts daily with judicial officers and public officials at the state and national level. A successful candidate for this job will be a dynamic leader who is able to build and maintain strong relationships and capable of embracing the core values of the organization: Excellence, Integrity, Justice, Stewardship, Teamwork and Partnership.

The successful applicant must have extensive knowledge and experience with executive leadership; advanced knowledge of court administration, the legal processes, and other duties associated with civil and criminal litigation, and judicial education; the ability to advocate for the court system; the ability to manage and oversee the work of a diverse staff; and the ability to maintain effective working relationships with administrative officials, judges, public officials and other stakeholders.

A minimum of six years of experience in judicial administration, public administration, inter-branch relations, public budgeting or governmental policy development and implementation is required. A Master's degree in business or public administration or a Juris Doctorate is preferred. Additional related experience in senior or executive management positions may be substituted for the educational requirements.

The successful applicant must have an extensive knowledge about management functions, needs, policies and procedures particularly as they relate to the Missouri judicial system or a comparable local or state judicial system. The successful applicant must possess a thorough knowledge about the general rules and regulations of a judicial system. The successful applicant must possess an extensive knowledge about the operation of local and state court systems and about the principles and practices of modern court management and budgeting.

Salary and Benefits

The annual base salary for the State Courts Administrator will be between \$115,000 and \$125,000 commensurate with experience and qualifications. This position is eligible for the state of Missouri's generous benefits package including health and life insurance, a deferred compensation plan, and annual and sick leave.

Application Process

Interested and qualified candidates should submit a cover letter, resume and list of at least three professional references with telephone numbers and e-mail addresses to bill.thompson@courts.mo.gov or by mail to Bill L. Thompson, Clerk, P.O. Box 150, Jefferson City, MO 65102.

The position is open until filled.

About the Missouri Judiciary

The Missouri Judiciary consists of three levels of courts: the Supreme Court of Missouri, an intermediate appellate court (Missouri Court of Appeals) divided into three regional districts, and the trial courts (also known as the circuit courts).

The Supreme Court is the state's highest court. It has supervisory authority over all Missouri courts and adopts rules for practice and procedure in Missouri courts. The state constitution requires the Supreme Court review certain categories of cases as a matter of right. In other cases, the Supreme Court will hear a case only if it accepts transfer of the case following a decision by the Court of Appeals.

The Missouri Court of Appeals is divided into three regional districts: Eastern, Southern and Western. Any party who loses at the circuit court may file an appeal, which then is heard in most cases at the appropriate regional district. The Court of Appeals receives all cases appealed from the circuit courts of the counties within the respective regions, except, as noted, for certain specific types of cases sent directly to the Supreme Court.

The circuit courts are the primary trial courts in Missouri and have general jurisdiction over all civil and criminal matters. Each Missouri county has a court, and these courts are organized into 45 regional circuits throughout the state. Each circuit court consists of many divisions and dockets, such as circuit, associate circuit, small claims, municipal, criminal, family, probate, juvenile and other specialized court dockets.

The office of state courts administrator serves as the administrative office of the state court system. It is responsible for providing administrative, business and technology support services to the courts. Some of the ways the office assists the courts include case processing; criminal history reporting; debt collection and judgment enforcement; crime victims' rights; treatment court programming; the implementation of time standards for case disposition; and court improvement projects in the areas of child abuse and neglect, juvenile services, and family preservation. The office supports a statewide case management system in all courts, as well as a wide variety of other

technical applications and hardware necessary for court operations. The office also provides training for judicial personnel and statistical analysis.

About the State of Missouri

Jefferson City's central location, rich historical traditions and beautiful landscapes make it an attractive area to live and work. A variety of public and parochial schools options are available. Nine colleges and universities are within a 30 mile radius of the city. Year-round activities for all ages truly provide something for everyone. The area also is home to a historic downtown area, parks and a number of museums. One of Missouri's most visible man-made assets is located in Jefferson City. The Missouri State Capitol Building is the home of Missouri state government. Jefferson City was established in 1825 solely as a location for state government.

Jefferson City is centrally located between four distinct areas of the state. Columbia, located only 30 minutes north, is home to the University of Missouri Tigers, comedy clubs, art galleries, and many venues for dining and shopping.

The Lake of the Ozarks, less than one hour away, is a man-made lake offering a wide choice of water sports, including boating, fishing, skiing and swimming. Thousands of quiet coves dot the 1,375 miles of scenic shoreline. The surrounding communities offer an extensive calendar of events in addition to a diverse selection of amusement centers, fine dining, nightly entertainment, retail and outlet shopping, and golf courses.

St. Louis and Kansas City are located approximately two hours in opposite directions from Jefferson City. These are major metropolitan areas with many amenities to offer such as fun, family-friendly activities, great entertainment venues, exciting nightlife and world class sports teams.