

Position Announcement Wyoming Judicial Branch

Job Title: State Court Administrator

Salary: \$120,000 to \$140,000

Closing Date: Open until filled. Applications received by January 5, 2021 will receive full consideration

The Wyoming Supreme Court is seeking applications for a State Court Administrator to oversee central administrative services for the Wyoming court system.

JOB DESCRIPTION

Overall Strategic Direction:

- Reports to and supports the Chief Justice and the Supreme Court in providing for the administration of justice, including critical policymaking to support Judicial Branch strategic priorities.
- Assumes primary responsibility for implementation of major policy decisions and promotes shared visions and values as directed by the Supreme Court.

Administration:

- Manages central administrative services for the Judicial Branch through several divisions and offices such as: Information Technology, Finance, Human Resources, and Legal Counsel.
- Provides fiscal policy and direction for the Judicial Branch, including audit, budget development and oversight of expenditures. Oversees budget preparation, estimates state appropriations, and directs budget submission---as approved by the Supreme Court and District Courts---to the legislature. Establishes and oversees a system of prescribed accounting practices for courts.
- Provides leadership in information technology. Ensures that major project initiatives receive the support necessary to drive successful implementation.
- Reviews administrative methods and systems and periodically reports to the Chief Justice on the status or any recommended improvements.
- Crisis management and response.
- Oversees procurement of supplies and services by the Judicial Branch.

Relations with Other (non-court) Entities:

- Advocates for the Judicial Branch with the legislative and executive branches and interacts on behalf of the Supreme Court with various constituencies, including the bar, state and local justice system partners, and citizen groups.
- Develops and maintains constructive relationships with the state legislature and monitors and reports on legislative matters of interest to the Judicial Branch.
- Develops and maintains constructive relationships with executive branch government officials, agencies, and departments.
- Provides appropriate public accountability through media relations and efforts designed to retain public trust and confidence in the Judicial Branch of government.
- Coordinates with counties to support local courts.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Use of standard office equipment.
- Must be able to lift up to 15 pounds at times.
- Occasional to regular travel required.

Relevant Skills/Abilities:

- Strong supervisory and leadership skills with the ability to implement and communicate the branch's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the general public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and, at times, stressful environment.
- Knowledge and understanding of the operations of Wyoming courts.
- Strong collaborator with experience reporting to a governing board.
- Knowledge of and experience with public sector budgeting, finance, and human resources.
- Ability to manage multiple priorities, with intense demands for results and accountability, and large amounts of information.
- Proficient with Microsoft Office Suite and related software.
- Demonstrated public speaking experience.
- Skill in collaborating to develop and implement strategic plans.
- Working knowledge and experience related to the management of technology professionals and major technology operations and projects.
- Experience working with legislative and executive branches.
- Ability to develop a strong and cohesive executive leadership team.

QUALIFICATIONS

- A minimum of a bachelor's degree from an accredited college or university is required.
- Three or more years of managerial administrative experience.

Preference will be given to Applicants with:

- An advanced degree in law, business administration, judicial administration, public administration, or related discipline, or equivalent experience, or
- Five or more years of public or private sector executive-level experience leading administrative functions, including human resources, finance, training, technology, and legal counsel, with experience overseeing executive-level positions.

Annual base salary is \$120,000 to \$140,000 commensurate with experience and qualifications. State of Wyoming benefits include health and dental insurance, life insurance, retirement, and annual and sick leave. Interested and qualified candidates should submit a cover letter with the Wyoming Judicial Branch Application (located on the Wyoming Supreme Court website: <http://www.courts.state.wy.us/wp-content/uploads/2017/05/wsc-app.pdf>) to Wyoming Supreme Court, Attn: Brenda Reedy, Human Resources Manager, 2301 Capitol Avenue, Cheyenne, WY 82002, or via email to breedy@courts.state.wy.us.