



NATIONAL CENTER FOR STATE COURTS
invites applications for the position of:

Principal Court Management Consultant

SALARY: \$101,168.00 - \$111,000.00 Annually

OPENING DATE: 05/03/17

CLOSING DATE: 05/31/17 05:00 PM

JOB SUMMARY:

The National Center for State Courts (NCSC) is an independent, non-profit court improvement organization. NCSC's services--consulting, information services, research, education, association management and technical--are focused on helping courts plan, make decisions, and implement improvements that save time and money, while ensuring judicial administration that supports fair and impartial decision-making.

This is advanced professional management consulting work. Positions in this class are responsible for providing management consulting and technical assistance to state and local courts and international judicial systems.

DUTIES AND RESPONSIBILITIES:

This position will provide advanced professional management consulting work to courts at the state and local level in the broad area of court operations with a specific focus in the areas of problem-solving courts and community corrections. The position works directly with state and county-elected officials, criminal justice leaders, and behavioral health stakeholders to assist in their efforts to develop or implement new initiatives or assess the impact of their work. Specific Responsibilities include but are not limited to:

- Developing new approaches for resolving courts' and criminal just system management and organizational issues;
- Providing on-site, intensive technical assistance and developing policy options;
- Guiding and assisting clients with a wide range of management, organizational, and business improvement;
- Providing group facilitation, conducting interviews, trainings, and other forms of knowledge transfer;
- Communicating, orally and in writing, research and analytical findings to a variety of audiences;
- Planning, developing, and coordinating training and/or technical assistance services;
- Conducting qualitative and quantitative analysis of existing programs, policies, and practices and providing policy recommendations to clients;
- Managing and participating in large-scale, complex and politically-sensitive projects;
- Conducting program evaluations;
- Authoring proposals; and
- Assisting with program and policy issue development and analysis.

MINIMUM QUALIFICATIONS:

To be considered for this position applicants must possess the following qualifications:

- An advanced degree in business, public administration, public policy, criminal justice administration, law or a related field;

- A minimum of ten years' experience working within a state or local criminal justice system-- specifically court operations, problem-solving court and/or community supervision agency with regular and direct engagement in interagency planning or operational activities;
- At least two years' experience in a supervisory role;
- Familiarity with the policy issues impacting local and state judicial systems as well as local and state governments, relevant to specialized areas of this position;
- Considerable experience researching policy and operational issues and authoring reports, publications or other written documents;
- Considerable knowledge of principles, theories, methods, and practices of justice system administration/management and justice system management trends, issues, solutions and emerging practices;
- Experience working with complex policy and political issues, including an ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue;
- Demonstrate use of sound judgment in practical matters and critical decisions, choosing wisely after contemplating various courses of action;
- Effective interpersonal skills, including the ability to establish credibility and to interact productively with staff across the organization and with clients;
- Experience convening groups of policy makers, practitioners, stakeholders, researchers, and other constituencies with diverse interests and perspectives, and supporting their efforts to develop consensus and move toward a desired outcome;
- Ability to communicate ideas, thoughts, and concepts clearly, concisely, and in a compelling way, both in writing and orally with a clear, effective writing and presentation style;
- Demonstrated time- and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization while managing several projects simultaneously;
- Ability to think strategically and creatively, adjust to changing circumstances and priorities, remain attentive to details and identify resources for projects;
- Ability to work both collaboratively as a member of a team and independently;
- A track record of successful proposal writing for state grants and/or federal solicitations; and
- Proficient in the use of Microsoft Office applications.

SUPPLEMENTAL INFORMATION:

This position requires extensive client contact and extensive overnight travel up to 30-50% of the time. The position is preferably located in one of the NCSC locations; Denver, Arlington, Virginia or Williamsburg, Virginia. Teleworking may be considered for highly qualified applicants.

NCSC IS AN EQUAL OPPORTUNITY/DISABILITY/VETERAN EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ncsc.org/jobs>

Position #201300079
 PRINCIPAL COURT MANAGEMENT CONSULTANT
 DM

300 Newport Avenue
 Williamsburg, VA 23185
 (800) 616-6201
