



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

## **Senior Court Management Consultant**

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**SALARY:** \$81,730.00 - \$89,903.00 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.

### **DUTIES AND RESPONSIBILITIES:**

This position will provide professional consulting services 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.

#### **Duties and Responsibilities include:**

- Providing on-site, intensive technical assistance and developing policy options;
- Guiding and assisting clients with a wide range of management, organizational, and business improvements;
- Providing group facilitation, conducting interviews, trainings, and other forms of knowledge transfer;
- Communicating research and analytical findings to a variety of audiences both orally and in writing;
- Planning, developing, and coordinating training and/or technical assistance services;
- Assisting with managing large-scale, complex and politically-sensitive projects;
- Assisting with the development of proposals and grant applications; 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 five 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;
- Familiarity with the policy issues impacting state and local judicial systems as well as local and state governments, relevant to specialized areas of this position;

- Experience researching policy and operational issues and authoring reports, publications or other written documents;
- Knowledge of principles, theories, methods, and practices of justice system administration/management and justice system management trends, issues, solutions and emerging practices;
- Ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue;
- Effective interpersonal skills, including an ability to establish credibility and to interact productively with staff across the organization and with clients;
- Support convening groups of policy makers, practitioners, stakeholders, researchers, and other constituencies with a range of interests and perspectives, and assist in 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 participating in 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; and
- Proficient in the use of Microsoft Office applications.

### **SUPPLEMENTAL INFORMATION:**

This position may be based in one of three locations (Denver, Arlington, VA or Williamsburg, VA) dependent upon selected candidate. **The position also requires extensive client contact and extensive overnight travel up to 30-40% of the time.**

### **NCSC IS AN EQUAL OPPORTUNITY/DISABILITY/VETERAN EMPLOYER**

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

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

Position #201300081  
SENIOR COURT MANAGEMENT CONSULTANT  
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