

Utah Courts Administrative Office of The Courts Position Announcement

State Court Administrator Salt Lake City, Utah

Position Closes December 22, 2016

The Position

The Utah Courts have an excellent opportunity for an innovative and progressive State Court Administrator (SCA). The SCA is appointed by the Chief Justice with the concurrence of the Supreme Court. With the guidance of the Chief Justice and Judicial Council the SCA is responsible for the administration of all non-judicial activities in the state court system. In addition the SCA, with the assistance of court level administrators, appoints and manages 11 court administrators located in each judicial district. The SCA provides direction and leadership in the implementation of statewide goals established by the Judicial Council.

The Administrative Office of the Courts

The State Court Administrator's office is located in Salt Lake City at the Scott M. Matheson Courthouse, which houses the Supreme Court, Court of Appeals, District and Juvenile Courts, and the Administrative Office of the Courts (AOC). The AOC provides administrative direction and support to operations for all levels of court and within all judicial districts. The office consists of approximately 100 staff in the divisions of Legal, IT, Finance, Facilities, Security, Audit, HR, Education, Court Services, and Dispute Resolution.



Utah Courts

“The mission of the Utah Judiciary is to provide the people with an open, fair, efficient, and independent system for the advancement of justice under law.”

Utah has a unified state court system for the operation of the appellate, district (general jurisdiction), and juvenile courts. The governance of the courts is the responsibility of the state Judicial Council, a constitutionally established body, which administers the system through the Administrative Office of the Courts.

The state trial courts are organized into eight judicial districts consisting of 29 counties. Administration of each district is the responsibility of an appointed Court Executive, supported by an appointed Clerk of Court and Chief of Juvenile Probation. All operations are state funded, including court facilities. The state court system has approximately 1200 employees.

All judges are appointed through a merit based system and then stand for retention election. There is a 5 member Supreme Court and a 7 member intermediate Court of Appeals. The 71 district court judges are judges of general jurisdiction and handle criminal, civil and domestic matters. The 30 juvenile court judges serve in the court with jurisdiction over youths under 18 years of age who violate a state or municipal law. This jurisdiction also includes cases involving abused, neglected, or dependent children. Justice courts handle traffic, misdemeanors, and small claims.

Responsibilities of the State Court Administrator

Under the direction of the Chief Justice and Judicial Council carries out the statutory responsibilities of the office. In addition, the SCA provides strategic guidance and serves on a variety of judicial and state boards and commissions. The SCA is responsible for a budget of \$160 million, divided into essentially two line items — operations and facilities, and represents the courts in the legislative process. The powers, duties, and responsibilities of the SCA are set out in Utah statute 78A-2-107 and Rule 3-301

Qualifications of the Director

A Master’s degree in Judicial Administration, Public Administration, Law, Business Administration or related field, and eight years of executive level or senior administrative experience.

The State Court Administrator will also have the ability to: communicate effectively; analyze information, recommend appropriate actions, and act decisively; capacity to understand and appreciate the challenges and opportunities presented by technology; effectively manage change; and establish and maintain effective working relationships throughout all levels of the organization including boards and commissions. Travel throughout Utah is required.



Compensation

Salary: \$159,050

Employer Paid Benefits

- Choice of medical/dental plans with minimal employee contributions
- Life insurance
- Choice between a Hybrid or Defined Contribution retirement plan
- 401(k) contributions
- Long term disability
- 11 paid holidays
- Annual and sick leave
- Assigned state vehicle

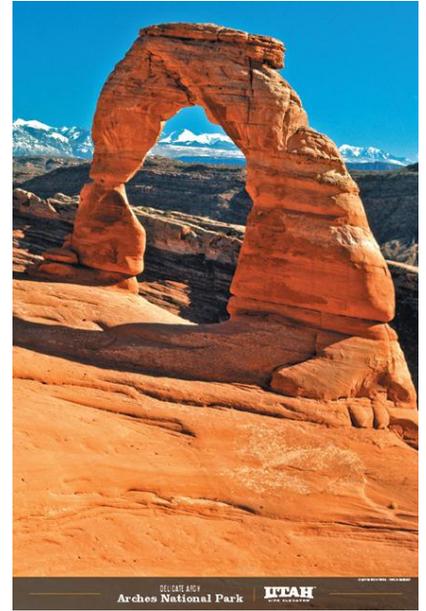
Optional Benefits

- 401(k) plan
- Additional life and dependent life insurance
- Accidental death and dismemberment insurance

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.

Salt Lake City and the Wasatch Front

If you enjoy the recreational opportunities the outdoors offers and the cultural benefits of a city, then you owe yourself the Wasatch front lifestyle. Salt Lake City is one of the few places where you can leave downtown and be at a world class ski resort in thirty to sixty minutes. And did we mention you have eight to choose from? For those who don't hear the call of the slopes you will enjoy the majestic beauty of the Wasatch range and a wide variety of restaurants, theaters, shopping, sporting events, museums, and an acclaimed symphony and opera. In the Spring, when the snow melts and the fairways turn green, the Wasatch Front becomes a golf haven with greens fees so reasonable they will have you doing a double take. And when you want to get out of town you will find five national parks within a few hours drive without having to leave the state. All of this and a major airport five minutes from downtown. In short, Utah will surprise you – in the best way.



To Apply

Submit a resume and cover letter online at:

statejobs.utah.gov

For More Information
Contact Rob Parkes
Director of Human Resources
at:

801.578.3802

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