

**POSITION ANNOUNCEMENT FOR DIRECTOR OF THE
ADMINISTRATIVE OFFICE OF THE COURTS (AOC) OF ARKANSAS**

Position: Director of AOC

Salary: \$120,543 - \$157,100 annually, depending on qualifications; state benefits apply

Closing Date: June 10, 2017, or until filled.

Position Purpose: The Supreme Court of Arkansas announces a career opportunity for the position of Director of the Administrative Office of the Courts. Reporting to the Chief Justice, the Director provides overall leadership to the Arkansas Judicial System based on direction and guidance from the Court. The Director directly oversees and manages the following divisions:

- * Financial and Administration
 - Administrative Support
 - Budget and Finance
 - Research and Justice Statistics
 - Court Security
- * Legal Services
 - Drug Court Program
 - Judicial Education
 - Legal Staff
 - Alternate Dispute Resolution
 - Court Interpretation
 - Domestic Violence Program
 - Supreme Court Library
- * Court Information Systems
 - CONTEXTTE Implementations and Support
 - Information Technology (IT) Security
 - Technical Project Management
- * Juvenile Justice
 - CASA
 - Court Improvement
 - Attorney Ad-Litem Program

These divisions support and serve over 550 statewide employees and judges, in twenty-eight (28) judicial circuits, the Court of Appeals, and the Supreme Court. The FY18 AOC Budget is nearly \$50 million, comprised of general, federal, and other funds. The Director has oversight of management of personnel and operations in support of the functions of the court system statewide. In addition, the Director is an advocate and liaison for the judicial branch in its relations with the legislative and executive branches, and the State Bar.

Knowledge, Skills and Abilities:

Knowledge of:

- administrative functions of the state court system and its policies and procedures;
- principles and practices of judicial administration;
- budgeting and contracting processes and procedures.

Skills in:

- organizational leadership;
- managing a complex organization.

Ability to:

- problem solve in a highly visible environment;
- plan, direct, and organize the implementation of goals, objectives, policies, procedures, and work standards;
- evaluate complex administrative and political problems and develop solutions;
- make high level, sensitive, strategic decisions impacting programs and relationships within the judiciary and with the external justice system, governmental groups, national organizations, and the public;
- work as a liaison for the court between various legislative and executive branch agencies, state, county and city

- agencies, and private organizations;
- communicate effectively, both orally and in writing;
- administer established policies, guidelines, and projects and translate goals, objectives, and policies into daily operations;
- supervise and motivate staff

QUALIFICATIONS: Candidates should have a bachelor's or master's degree in judicial administration, business administration, public administration, or closely related field, or have a Juris Doctorate (J.D.), or Bachelor's of Law (L.L.B.) Degree from an accredited institution.

EXPERIENCE: The ideal experience for this position would include a minimum of ten years' experience in an administrative capacity in a court system with similar complexities.

TO APPLY: The applicant should submit a cover letter, resume, proof of education, any certificates or licenses held, and the names of three or more professional references with contact information to John Dan Kemp, Office of the Chief Justice, 625 Marshall Street, Little Rock, AR 72201, or email to john.dan.kemp@arcourts.gov. Applications taken until June 10, 2017, or until the position is filled.

The Supreme Court welcomes applications from out of state candidates, but is unable to pay travel costs related to an interview, and does not reimburse for relocation expenses.

Successful completion of a criminal background investigation is required for employment.

The State of Arkansas is an Equal Opportunity Employer.