

Colorado Judicial Department Job Announcement



State Court Administrator Denver, Colorado

The recruitment and selection process will remain open until the position is filled, with the first review of applications to begin following the close of business on April 14, 2017. A selection committee will meet on May 9, 2017, at the Ralph L. Carr Judicial Center to interview and select finalists for consideration by the Colorado Supreme Court.

The Opportunity

The Colorado Supreme Court has an excellent opportunity for an innovative and progressive State Court Administrator (SCA). The SCA is responsible for the administration of all non-judicial activities in a unified, state-funded court system. We are looking for a person who will provide direction and leadership in the implementation of statewide goals established by the Supreme Court.

The SCA is appointed by the Colorado Supreme Court to aid in the administration of Colorado's courts and to perform administrative duties enumerated in the Colorado Constitution, Colorado Revised Statutes, and other duties as assigned by the Supreme Court. The SCA works closely with the Chief Justice, the Supreme Court, and other court executives of the Colorado Judicial Department to set the strategic administrative direction for the Judicial Department.

State Court Administrator's Office

The State Court Administrator's office is located in Denver at the Ralph L. Carr Judicial Center. The SCA has oversight over the State Court Administrator's Office, which provides central administrative infrastructure services for the department through a number of divisions and offices including: Information Technology, Financial Services, Human Resources, Court Services, Legal Counsel, Education, and Probation Services.

Responsibilities of the State Court Administrator

The SCA is responsible for implementing the rules and policies of the Supreme Court as they apply to court administration. The SCA enforces all Chief Justice Directives and state statutes related to courts and probation within the Colorado Judicial Department. The SCA is responsible for a budget of over \$500 million, and oversees the Judicial Department's outreach to both the legislative and executive branches of state government. The position of the State Court Administrator is established pursuant to the Colorado Constitution Article VI, Section 5(3), and the powers, duties and responsibilities of the position are set forth in Colorado Revised Statutes Section 13-3-101, et seq.

A complete job description may be found [here](#).

The Colorado Judicial Department is an Equal Opportunity Employer.

Qualifications of the State Court Administrator

Candidates must have:

- A minimum of ten years of progressively responsible legal administration and or related judicial experience. Five years of supervisory experience is preferred.
- Graduation from an accredited college or university with a bachelor's degree in business administration, judicial administration, public administration, law or related field. A Juris Doctor or other advanced degree is preferred.
- A thorough knowledge of the general rules and regulations of a judicial system;
- The ability to maintain effective working relationships with Justices, Judges, staff, public officials, and the public.

Candidates should also have the ability to:

- Support the Supreme Court in discharging its constitutional responsibility to provide for the administration of justice.
- Plan strategically and motivate staff to ensure a shared vision and values in the Judicial Department and in the operation of court and probation programs.
- Prepare and submit the budget for legislative appropriations of funds for the maintenance and operation of the judicial system.
- Study and recommend expenditures and savings of appropriated funds.
- Examine the administrative and business methods employed in the courts and probation and make recommendations for improvements.
- Serve as the liaison for the Judicial Department with the legislative and executive branches as well as other public and private groups.
- Represent the courts in non-judicial matters with others such as law enforcement, news media, committees, planning groups, and the general public.
- Manage large and complex projects from conception to completion.
- Understand and appreciate the challenges and opportunities presented by technology.
- Create a positive work environment.

To Apply

Send cover letter, resume and completed Judicial Department application form addressed to:

Deborah A. Mason, SPHR
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185
Email: dmason@ncsc.org



Compensation

- Salary currently \$169,980 annually.

Employee Benefits

- Health Insurance
- Dental Insurance
- Basic Life & AD&D Insurance (State-paid benefit)
- Optional Life Insurance
- Short-term Disability (State-paid benefit)
- Long-term Disability
- Flexible Spending Accounts
- Health Savings Accounts
- Several Retirement (and supplemental) options
- Colorado State Employees' Credit Union
- Generous Paid Time Off
- Ten paid Holidays
- Extended Sick Leave
- Worker's Compensation
- Colorado State Employee's Assistance Plan
- Employee Discount Program
- For detailed Information visit:

<http://www.colorado.gov/dpa/dhr/benefits>

Colorado Judicial Department job application forms can be downloaded [here](#).

About the Colorado Courts

Colorado Judicial Department Mission Statement

The mission of the Colorado Judicial Department is to provide a fair and impartial system of justice that:

- *Protects constitutional and statutory rights and liberties*
- *Assures equal access*
- *Provides fair, timely and constructive resolution of cases*
- *Enhances public safety*
- *Supervises offenders*
- *Facilitates victim and community reparation*

The Colorado Judicial Department, with more than 300 judges and 3,500 support staff members, is centrally administered by the Chief Justice of the Supreme Court. To assist the Chief Justice, the Supreme Court appoints the State Court Administrator (SCA). Each of the State's 22 Judicial Districts also has a district administrator and a Chief Probation Officer, and each of the 64 counties has a Clerk of Court.

The SCAO provides administrative support and services to the trial and appellate courts to assist them in providing the citizens of Colorado meaningful, speedy, and economical forums to resolve disputes. It also supports the management of probation services to enhance public protection and offender rehabilitation.

In executing its constitutional and statutory duties, the office has the following functions:

- To provide administrative and technical support to the appellate courts, trial courts, and probation.
- To provide centralized policy guidance.
- To develop and implement standards and guidelines.
- To serve as an advocate in obtaining necessary resources from the legislature.
- To provide services in an accurate, timely, and equitable manner.

Innovative business processes and technologies are constantly under evaluation for possible introduction throughout the Department in order to improve efficiency and to make the courts more accessible to the citizens of Colorado.