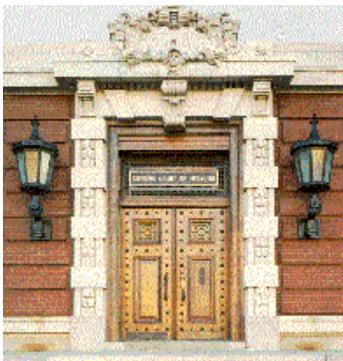


# OFFICE OF STATE COURTS ADMINISTRATOR

## STATE OF MISSOURI

The Missouri Office of State Courts Administrator invites applications for the position of:

Director, Court Business Services Division



This position oversees the largest division of the Office of State Courts Administrator with a staff of approximately 100 employees who provide support to all levels of the court system in the areas of education, program development, research, statistical analysis and court procedures.

The position reports directly to the State Courts Administrator and is located in Jefferson City.

We are offering a competitive compensation package with full benefits including affordable health care, retirement plan, paid leave benefits and more.



The Office of State Courts Administrator is an Equal Opportunity Employer

## ABOUT THE POSITION

**Position Title:** Director, Court Business Services Division

**Compensation and Benefits:** The annual salary range for this position is 94,500 - \$98,000. This position is eligible for the state of Missouri's generous benefits package including health and life insurance, a deferred compensation plan, and annual and sick leave.

**Basic Function and Responsibility:** This is a highly responsible administrative and planning position, directing a division of approximately 100 employees. The division director, is tasked with managing all of the business and functional support needs of the state courts. Primary responsibilities include management of six sections: accounting and court assistance review; civil, criminal, municipal and traffic case services; court programs; judicial education; jury, probate and judicial resources; and research.

Duties within the court business services division include, but are not limited to, primary functional support of all state court operated case management systems; maintenance and implementation of Supreme Court rules in the areas of uniform recordkeeping, effective court management methods and systems; administration of jury management systems; accounting assistance to the courts; central transcribing; help desk requests; municipal court assistance; business support of data sharing efforts with other government entities; primary support for the needs of juvenile, family and treatment courts; oversight of pretrial and private probation services; statewide statistical reporting; court research; and all judicial branch education. Work involves assembling information concerning the current state of the dockets of the courts and preparing reports of the business of the courts; analyzing and proposing solutions to administrative problems; the coordination of judicial education training; and directing projects involving specialized courts.

**Supervision Exercised:** This position provides direct supervision to six senior managers and one administrative assistant, and oversees a staff of approximately 100 employees engaged in providing a variety of services to the state's courts.

**Characteristic Duties:** (The following duties are representative of this position, not comprehensive.)

- Plans, assigns, coordinates and directs the work of Court Business Services Division personnel;
- Serves as staff member to various committees of the Supreme Court, providing technical assistance and implementing directives;
- Directs on-site assistance to local courts to analyze local records management, accounting systems and case processing;
- Shares management practices and techniques from other courts, and develops and maintains improved recordkeeping systems for court records, both manual and automated, including financial records and records retention and destruction;
- Develops and updates circuit court staffing guidelines under direction of the Circuit Court Budget Committee including the collection and analysis of caseload data; determines additional workload factors; applies appropriate formulas to determine weighted caseloads; and coordinates with data processing personnel to produce staff guidelines based on information gathered through the automated case management system;
- Provides general supervision over the work of course development and program delivery for judicial education programs of trial colleges, survey courses, new judges and circuit and municipal clerk training, court clerk training, and specialized programs for judges in substantive law areas;
- Provides general supervision over the preparation of the annual statistical report of the judiciary, including the collection and analysis of data, development of format and preparation of summary information;
- Develops statistical and management reports for clerks and judges; directs the compilation of judicial statistics for fiscal notes, requests for information and use by committees of the Supreme Court upon request;
- Plans and directs the development and updating of all court clerk handbook and judicial benchbook information including the review of new legislation, records

management and retention, accounting practices, case processing procedures and other administrative practices and procedures; and

- Provides general supervision over the business practices, case processing and program development for all juvenile, family and treatment courts and facilitates the staffing and coordination with the various committees involved in policy development in these areas as well as implementing the directives of those committees.

**Knowledge and Skills:**

- Extensive knowledge of the operation of local and state court systems;
- Extensive knowledge of the principles and practices of modern court management;
- Thorough knowledge of the principles and practices of modern judicial financial and accounting systems;
- Ability to develop a comprehensive understanding of statutes and rules governing a judicial system;
- Ability to analyze problems and needs and make effective recommendations;
- Ability to express ideas effectively, orally and in writing;
- Ability to maintain effective working relationships with judges, court clerks, officials and subordinate employees;
- Ability to plan, assign, supervise and coordinate the work of a staff of professional and clerical employees; and
- Ability to work with and provide professional staff support to committees of the Supreme Court.

**Minimum Qualifications:** Serious candidates will have at least a bachelor's degree in public or business administration or related field and six years of progressively responsible experience in professional administration preferably with the judicial branch of government, including two years in a supervisory or administrative capacity.

**Application Process:** Interested and qualified candidates, including current judicial employees, should apply online at [www.courts.mo.gov/careers](http://www.courts.mo.gov/careers). Candidates must

[register](#) to complete a profile and submit application materials including attachments of a resume, cover letter and a list of at least three professional references. Individuals who have previously completed a profile may [login](#) using their existing profile to submit an application for this position. This position is open until filled; however resumes received by **August 7, 2017**, will be given first consideration.

## **ABOUT THE COURT BUSINESS SERVICES DIVISION**

The Court Business Services Division provides support to the courts in the areas of education, program development, research, statistical analysis and court procedures. Specifically, division staff provides program support to the family, juvenile and treatment court divisions; provides technical support to the courts in the areas of case processing, jury management, videoconferencing and financial management; designs statewide court forms; manages cost collection efforts; prepares transcripts from sound-recorded hearings submitted by the courts; compiles statistical caseload information; prepares workload estimates; provides technical assistance regarding research methods and program evaluations; compiles court performance measures; conducts evaluation and longitudinal studies of court programs and population behaviors; handles issues with criminal and traffic offenses and civil and probate cases and appeals; works with courts and state departments to electronically share juvenile justice information, criminal history, records of conviction and warrants; develops business specifications for, conducts testing of, and delivers training about automated programs and systems for use in the courts; and develops and coordinates courses and certificate programs for judicial employees.

The division also works closely with standing committees of the Supreme Court of Missouri and with statutory commissions.

## **ABOUT THE OFFICE OF STATE COURTS ADMINISTRATOR**

The Office of State Courts Administrator is responsible for providing administrative, business and technology support services to the courts. The duties and responsibilities

assigned to the state courts administrator's office relate to all levels of the state court system.

Some of the ways the office assists the courts include case processing; criminal history reporting; debt collection and judgment enforcement; crime victims' rights; treatment court programming; the implementation of time standards for case disposition; and court improvement projects in the areas of child abuse and neglect, juvenile services, and family preservation. The office supports a statewide case management system in all courts, as well as a wide variety of other technical applications and hardware necessary for court operations. The office also provides administrative, fiscal, legal and human resources support, training for judicial personnel, and statistical analysis.

## ABOUT THE MISSOURI JUDICIARY

The Missouri Judiciary consists of three levels of courts: the Supreme Court of Missouri, an intermediate appellate court (the Missouri Court of Appeals) that is divided into three regional districts, and the trial courts (also known as the circuit courts).



The Supreme Court is the state's highest court. It has supervisory authority over all Missouri courts and adopts rules for practice and procedure in Missouri courts. The state constitution requires the Supreme Court review certain categories of cases as a matter of right. In most other cases however, the

Supreme Court will hear a case only if it accepts transfer of the case following a decision by the Court of Appeals. Examples of cases the Supreme Court may transfer include cases that deal with a legal matter of general interest or importance to the state, or if there is a conflict of law between two appellate districts or two appellate opinions. The Court's seven judges generally sit together ("en banc") to decide all cases, motions and other matters that come before it.

The Missouri Court of Appeals is divided into three regional districts: Eastern, Southern and Western. Any party who loses at the circuit court may file an appeal, which then is heard in most cases by a three-judge panel at the appropriate regional district of the Court of Appeals. The Court of Appeals receives all cases appealed from the circuit courts of the counties within the respective regions, except for certain specific types of cases sent directly to the Supreme Court.

The circuit courts are the primary trial courts in Missouri, and they have general jurisdiction (authority) over almost all civil and criminal matters. Every Missouri county has a court, and these courts are organized into 46 regional circuits throughout the state. Each circuit court consists of many divisions, such as circuit, associate circuit, small claims, municipal, criminal, family, probate and juvenile. Specialized court divisions, such as ones that hear cases involving drug offenders, are created either by legislative act or by court rule to deal with particular areas of concern to Missouri's citizens. The type of case determines the division that a particular case is assigned.

## **ABOUT THE GREAT STATE OF MISSOURI**

From the Great Plains to the Ozark Mountains, there is much to discover about Missouri's people and its landscapes. Kansas City jazz-and-blues legends, old-time country fiddlers in the hollers, and famous Missourians such as Harry S Truman, Samuel Clemens, George Washington Carver, Jesse James, Daniel Boone, Laura Ingalls Wilder and Scott Joplin all contribute to Missouri's rich history and culture.

Native American warriors, such as the Osage and Missouri, and famous pioneers, such as Meriwether Lewis and William Clark, were drawn to the vast waterways of the Mississippi and Missouri rivers and the abundant land and wildlife. Today, the thriving city life found in Kansas City and St. Louis, the family-friendly cities peppered across the state, and the quiet beauty of limestone bluffs and the free-flowing Missouri River make Missouri a great place to live and raise a family.



One of Missouri's most visible man-made assets is located in Jefferson City. The Missouri State Capitol Building is the home of Missouri state government. Jefferson City was established in 1825 solely as a location for state government. Steep in a rich history of state politics, steamboats, railroad and African American heritage, Jefferson City has become a landmark city in Missouri.

Jefferson City's central location, rich historical traditions and beautiful landscapes are enjoyed by its 40,000 plus residents and make it an attractive area to live and work. A variety of public and parochial schools options are available. Nine colleges and universities are within a 30 mile radius of the city. Year-round activities for all ages truly provide something for everyone. The area also is home to a historic downtown area, parks and a number of museums.

Jefferson City is centrally located between four distinct areas of the state. Columbia is located only 30 minutes north of Jefferson City and is "college-town USA." In Columbia you will find the University of Missouri – home of the Missouri Tigers – comedy clubs, art galleries and many venues for dining and shopping.

The Lake of the Ozarks is less than one hour away and features 92 miles of main channel. This man-made lake offers a wide choice of water sports, including boating, fishing, skiing and swimming. Literally thousands of quiet coves dot the 1,375 miles of scenic shoreline. The surrounding communities offer an extensive calendar of events in addition to a diverse selection of amusement centers, fine dining, nightly entertainment, retail and outlet shopping, along with sports, including more than a dozen golf courses.

St. Louis and Kansas City are located approximately two hours in opposite directions from Jefferson City. These are major metropolitan areas with many amenities to offer such as fun, family-friendly activities, great entertainment venues, exciting nightlife and

world class sports teams including the St. Louis Cardinals and Kansas City Royals – both past World Series Champions.