

Iowa Judicial Branch Job Announcement

State Court Administrator Des Moines, Iowa

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 5, 2017.



The Opportunity

The Iowa 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 position is appointed by the Iowa Supreme Court to aid in the administration of Iowa's courts and to perform administrative duties enumerated in the Iowa Code and as assigned by the court. The State Court Administrator provides leadership to ensure the Iowa Judicial Branch achieves its goals and carries out its constitutional and statutory duties while operating Iowa's unified court system efficiently and effectively.

State Court Administrator's Office

The State Court Administrator's office is located in Des Moines at the Judicial Branch Building, which houses the Supreme Court, Court of Appeals, Office of Professional Regulation, and State Court Administration. The SCA provides administrative direction and support to operations for the judicial branch. The office includes divisions of finance, personnel, IT, legal, facilities, HR, education and training, and children's justice. [Take this link for a video tour of the Judicial Branch Building.](#)

Responsibilities of the State Court Administrator

Under the immediate direction of the Chief Justice, the SCA carries out the statutory responsibilities of the office. The SCA is responsible for a budget of over \$200 million, and oversees the Judicial Branch's outreach to both the legislative and executive branches of state government. The powers, duties and responsibilities of the SCA are set out in Iowa Code, including but not limited to sections 602.1204, 602.1208, 602.1209, 602.1301, 602.1401 and 602.1402.

Additionally, this position also serves as executive secretary to the Commission on Judicial Qualifications, secretary of the State Judicial Nominating Commission, and is the administrator of the Iowa Judicial Retirement System.

A complete job description may be found at http://www.iowacourts.gov/Administration/Career_Opportunities/Career202.asp

The Iowa Judicial Branch is an Equal Opportunity Employer

Qualifications of the State Court Administrator

A bachelor's degree from an accredited four-year college or university and a minimum of ten (10) years of executive-level experience leading administrative functions and developing strong executive leadership teams is required. An advanced degree in court administration, public administration, business administration, or law is desired.

The SCA will also have the ability to:

- Manage change within the court system
- Plan strategically and motivate staff
- Inspire commitment and collaboration on the part of judicial branch employees
- Effectively interact with the public, judges, attorneys, and government officials in a variety of situations and circumstances
- Appreciate the Judicial Branch's external and internal constituencies and to be a listener and effective communicator
- Plan, assign, and supervise the activities of a staff of subordinate personnel
- Formulate and express ideas on complex technical subjects clearly and concisely, orally and in writing
- Exercise initiative, imagination, and sound judgment in making decisions conforming with laws, rules, regulations, and policies
- Collaborate with judges, court staff, policymakers and stakeholders to achieve the priorities of the Judicial Branch
- Manage large and complex projects from conception to completion
- Set realistic goals and deliver on them
- Understand and appreciate the challenges and opportunities presented by technology
- Create a positive work environment
- Commit and adhere to the principles of accountability, professionalism and public service

To Apply

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

Molly Kottmeyer
Counsel to the Chief Justice
Judicial Branch Building
1111 E. Court Avenue
Des Moines, IA 50319
Email: molly.kottmeyer@iowacourts.gov



Compensation Package

- Statutory salary range. Currently \$100,840 to \$154,300 annually.
- Retirement: Iowa Public Employees' Retirement System (IPERS) is a defined benefit retirement benefit. Currently, employer contributes 8.93% and employee 5.95% of salary.

Employer Paid Benefits

- Choice of medical/dental plans with varying employee contributions.
- Life insurance (\$20,000).
- Long-Term Disability Insurance.
- 11 paid holidays (9 fixed holidays; additional 2 holidays accumulate as vacation time).
- Vacation set by statute. Currently starts at 2 weeks, increasing to 5 weeks after 25 years of service.
- Sick leave.

Optional Benefits

- 457/401(a) deferred compensation plan available. Employer matches up to \$75/month.
- Supplemental life insurance available for purchase.

Iowa Judicial Branch job application forms can be downloaded at:
www.iowacourts.gov/Administration/Career_Opportunities

About the Iowa Courts

Iowa Judicial Branch Mission Statement

“The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.”

Iowa has a unified, centrally funded court system for the operation of the appellate and trial courts. The governance of the Iowa Judicial Branch is the responsibility of the Supreme Court, which administers the branch through the State Court Administrator’s Office, and with advice from the statutorily created Judicial Council.

The state’s trial courts (district court) are organized into eight judicial districts consisting of 99 counties. Administration of each district is the responsibility of a chief judge supported by a district court administrator, clerks of the district court, and a chief juvenile court officer. All operations are state funded, excluding court facilities. The Iowa Judicial Branch has approximately 1,750 judicial officers and court personnel.

All full-time judicial officers are appointed through a merit based system and then stand for retention election. There is a seven member Supreme Court and a nine member Court of Appeals. The 116 district judges are judges of general jurisdiction and handle criminal, civil, and domestic relations matters. The 74 district associate judges handle lesser civil and criminal matters, as well as juvenile delinquency and child welfare cases. There are 146 judicial magistrates who preside over simple misdemeanors, traffic violations, small claims, and certain involuntary mental health commitment matters.



“**Shattering Silence**” is the monument located just west of the Iowa Judicial Building, overlooking downtown Des Moines. It recognizes the first case of the Iowa Supreme Court, *In the Matter of Ralph*, decided on July 4, 1839. The sculpture’s broader representation salutes the far-reaching scope of early historic civil rights cases from the Iowa judiciary.