

OREGON JUDICIAL DEPARTMENT

JOB ANNOUNCEMENT

STATE COURT ADMINISTRATOR



Compensation:

\$9,022 - \$14,690 *monthly*
\$108,264 - \$176,280 *annually*

Applications accepted through July 16, 2017. A complete job announcement and the required state of Oregon job application are found [here](#). The Oregon Judicial Department is an Equal Opportunity Employer.

Benefits: (some optional)

Medical & Vision
Dental
Domestic Partner Coverage
Oregon Public Employees Retirement System (PERS)
Oregon Savings Growth Plan
Life Insurance
AD&D Insurance
Short-Term Disability
Long-Term Disability
Long Term Care
Flexible Spending Accounts
Savings Bonds
Employee Assistance Program

Job Location:

[Salem, Oregon](#)

Population:

160,614 (2013)

[Salem is Oregon's capital](#), and the seat of [state government](#), in the center of the Willamette Valley. The Cascade Mountains, the Oregon Coast, and Oregon's largest city, Portland, are all a short drive from Salem.



OPPORTUNITY

The Oregon Supreme Court announces an outstanding career opportunity within the Oregon Judicial Department. The Court seeks an experienced and dedicated leader to become Oregon's next State Court Administrator. This is a national recruitment, to find the most qualified individual to provide positive administrative leadership and stewardship to Oregon's unified state court system, and to ensure an effective transition when the current State Court Administrator retires later this year.

OREGON JUDICIAL DEPARTMENT

The Oregon Supreme Court, the Oregon Court of Appeals, the Oregon Tax Court and the Office of the State Court Administrator reside in Salem, Oregon. The circuit courts, which comprise a large part of Oregon's unified court system, are statewide. They are located in each of Oregon's 36 counties, and are organized into 27 judicial districts.

The Chief Justice is the administrative head of the judicial branch of government and thereby the Oregon Judicial Department. The State Court Administrator assists the Chief Justice to exercise administrative authority and supervision of the state's court system. The State Court Administrator is also statutorily charged with a wide range of other program and administrative duties to operate a state governmental entity. The Oregon Judicial Department has and maintains a positive working relationship with the Office of the Governor and the state's executive branch, and with the leaders and members of the Legislative Assembly of Oregon.

Elected judges currently total 194 among the appellate, tax and circuit courts. The department employs approximately 1500 people, and its biennial state budget totals more than \$500 million (2015 – 2017). The department's budget includes funding for the court system, ancillary programs and services, pass-through funds and bonding projects. General funds are the majority of the department's operational funds. The Oregon Judicial Department also collects and disperses over \$250 million in total revenues biennially. For additional information about the department, visit our website at [courts.oregon.gov](#).

MINIMUM QUALIFICATIONS

Qualified applicants must have a bachelor's degree from an accredited institution,

AND

at least ten years of progressively substantial, executive- or senior-level management experience.

REQUESTED SKILLS AND ATTRIBUTES

- Organizational leadership, particularly for a complex public or private sector organization.
- Substantive executive- or senior-level management experience in a public sector, court, legal, or justice system environment to include:
 - Supervision and direction of higher level staff (division directors, staff attorneys, program managers);
 - Stewardship of public funds;

- Long and short-term strategic planning;
- Policy development and implementation;
- Business process and technological assessment.
- Possession of a juris doctorate or master's degree in business, public, or court administration.
- Experience developing relationships with a variety of internal and external constituencies (stakeholders, state and local government entities, national organizations, private enterprise, the state bar, the media, the public, etc.), with similar interests but possibly competing goals or needs.
- Experience representing or advocating for an organization before a legislative body or similar governing body.
- Experience understanding, anticipating and managing the challenges and opportunities presented by the increased use of technology.

The successful applicant must be progressive and forward-thinking, with the emotional intelligence to effectively interact with judges, directors, court administrators, and staff of all levels of the court system, as well as with external stakeholders and partners. This position requires the ability to process and respond to numerous streams of information, often with conflicting demands. The person in this position faces constant demand and decision-making, often with long-term, statewide consequence. The successful applicant will face and process these demands with knowledge, respect for others, integrity, accountability, flexibility, courage and humor.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The State Court Administrator is a statutory position, serving at the pleasure of the Chief Justice, who is the appointing authority. This position supports the Chief Justice to

- exercise administrative authority and supervision over the courts of this state (circuit, tax, appellate);
- establish and manage statewide strategic plans and administrative policy and procedure for the Oregon Judicial Department as both a governmental entity and as one of the three branches of Oregon's government; and
- provide direct leadership and supervision to the department's central business and infrastructure services
 - statewide court operations,
 - statutorily mandated programs.

This position is the organizational head of the Office of the State Court Administrator, structured through eleven divisions and programs with approximately 200 staff. These divisions and programs are: Executive Services (policy and intergovernmental relations); Enterprise Technology Services; Business and Fiscal Services; Human Resource Services; Legal Counsel; Internal Audit; Court Language Access Services; Communication, Education and Court Management; Juvenile and Family Court Programs; Appellate Court Services; and Security and Emergency Preparedness. The organizational chart is viewable [here](#).

Within this described framework, major duties and responsibilities are:

- Represent the department to legislative and executive branches, the Oregon State Bar and the public;
 - Monitor legislation to determine whether it will affect the court system;
 - Provide information or fiscal impact statements per legislative committee or legislator request;
 - Appear/testify at legislative hearings;



“Strong courts build strong communities.”

- Implement legislative changes affecting the Oregon Judicial Department;
- Maintain and manage business technology statewide;
- Manage legal, policy and organization business changes and documentation processes
 - Implement and support strategic planning, development and court improvement;
 - Provide litigation and tort claim management, coordination and legal advice;
 - Provide statewide public information services, data, annual reports and court statistics;
 - Negotiate contract agreements on behalf of department;
 - Manage federal grants, contracts and procurement systems;
 - Provide workforce personnel rules, policies, and procedures;
 - Payroll services;
 - Set records retention schedules, policies and standards for state courts;
 - Process and provide requests for public records, ADA services;
 - Administer the following programs: Citizen Review Board (foster care review); Certified Shorthand Reporter; Court Interpreter Certification;
- Serve as court administrator for the appellate and tax courts;
- Provide and maintain State of Oregon Law Library for governmental and public use;
- Serve as secretary to the Judicial Conference;
- Provide support to OJD committees.

Interested and qualified applicants must submit the following: a cover letter that addresses requested, specified information; a resume; and a completed state of Oregon employment application via the Oregon Jobs web page. Please include education history, any certification or licensure information, and a list of at least three professional references. A full announcement and the application are both [here](#).

In the New York Times editorial, "[Threadbare American Justice](#)" (8/18/2011) the challenges of severe budget cuts are briefly discussed. Oregon and Massachusetts are both called out as being affected, while also still being described as "...two of the best-run systems in the country."