



Administrative Office of the Court
Idaho Courts
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Trial Court Administrator

Seventh Judicial District



Hiring Range: \$96,400 - \$119,692

Deadline to apply: March 16, 2018

General Position Summary:

The Trial Court Administrator performs a variety of executive, administrative, and management functions for the seventh judicial district of the Idaho Courts. The Trial Court Administrator is responsible for carrying out the Idaho Courts' mission and goals and those administrative duties of the district court that are established by statute, local rule, or inherent power of the court (Idaho Court Administrative Rule 43) under the general direction of the Supreme Court, Administrative of the Courts, and the Administrative District Judge.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform.)

- Plans, develops, and implements long and short range policies, goals, objectives and priorities for the Judicial District;
- Supervises the daily operations of the district court in coordination with the Administrative District Judge;
- Coordinates and manages court services, including but not limited to problem-solving courts, family and children services, court assistance, and mediation efforts;
- Assists in the recruitment, selection, training, evaluation, discipline, and supervision of district court personnel and supervises as required;
- Identifies individuals to provide feedback to judges as part of the Courts Judicial Performance Evaluation Program.
- Works with the Magistrates Commission to coordinate judicial recruitment and performance.

- Establishes and communicates district court personnel standards, practices, and policies;
- Acts as liaison between the courts and state, county, and local governmental agencies and departments;
- Fosters productive relationships with county and local officials within the district to secure sufficient funding for the operations of the court;
- Evaluates pending caseloads, caseload trends, and calendaring methods of the Judicial District;
- Plans, schedules, and makes judicial assignments as directed by the Administrative District Judge to balance caseloads and to ensure the timely disposition of all matters filed with the court;
- Develops a request for, and administers the district's senior judge allocation in accordance with the Senior Judge Policy Manual.
- Prepares and administers court budgets, grants, accounting, and purchasing functions;
- Acts as the public information officer for the judicial district in coordination with Administrative District Judge;
- Coordinates public education programs on behalf of the court;
- Establishes effective relations between the court and the media by scheduling forums or other opportunities for discussion and by providing information about the courts to the extent permitted by the Idaho Code of Judicial Conduct;
- Develops and manages effective jury systems;
- Ensures compliance with state laws, Supreme Court Rules, and recommended standards regarding jury selection and usage;
- Evaluates facility needs of the District Court and work closely with funding bodies to ensure that adequate, secure, and accessible facilities are available for all court operations and services;
- Participates in the development and maintenance of court security and disaster plans;
- Analyzes emerging trends and innovations in court administration for applicability in the Judicial District;
- Encourages and promotes innovative approaches to managing the court's business;
- Participates in meetings of the Administrative Conference;

Minimum Qualifications:

Education and Experience:

- Bachelor's degree in Judicial Administration, Public Administration, Business Administration or a related field; an advanced degree or certification as an Institute for Court Management Fellow preferred;
- A minimum of 5 years of progressively responsible experience working in court management, judicial administration or a related field with responsibilities including implementation and oversight of programs;
- A minimum of 3 years of supervisory experience;
- Preference may be given to candidates with prior public service or court experience.

Knowledge, Skills, and Abilities:

- Knowledge of court systems, procedures, and services;
- Knowledge of Idaho's unified court system preferred;
- Knowledge of best practices for court proceedings and services;
- Knowledge of quality management and process improvement principles and practices;
- Knowledge of supervision and personnel management principles and practices;
- Knowledge of state and local political systems and processes;
- Knowledge of public sector budgeting and financial management processes;
- Knowledge of case management and court technology;

- Skill in working effectively with individuals from diverse cultural, educational, and socio-economic backgrounds;
- Skill in expressing ideas and communicating suggestions and recommendations clearly and concisely, both verbally and in writing;
- Skill in establishing and maintaining effective and cooperative working relationships with judges, court staff, county officials, members of the legal community, state and county agencies, and others;
- Skill in analyzing complex issues and data and recommending alternative courses of action;
- Skill in negotiating and developing consensus among competing stakeholders;
- Ability to interpret and apply state statutes;
- Ability to work independently with very little direction;
- Ability to prioritize and organize work to meet deadlines and achieve desired work results;
- Ability to conduct program planning, development, implementation, and evaluation;
- Ability to provide facilitation and support to multidisciplinary planning and program oversight committees;
- Ability to develop and administer contracts including selection of vendors;
- Ability to develop a budget, monitor expenditures, and apply for and manage grants;
- Ability to provide leadership to staff through effective leadership, coaching, and supervision;
- Ability to interpret and explain complex information in an understandable manner;
- Ability to travel throughout the Judicial District and engage in statewide travel several times annually.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

Other Position Information:

- The Seventh Judicial District is comprised of ten counties, 20,000 square miles, six general jurisdiction district judges, and 14 magistrate judges. Not only is the Judicial District the largest geographically, but it is the third most populous.
- The position is located in Idaho Falls, Idaho. The Judicial District extends northwest to Stanley, Idaho and the Salmon River runs north through the county seats of Challis and Salmon, and then extends down to Fremont County, Island Park adjacent to Yellowstone National Park, and over to Teton County, and the most southern end is City of Blackfoot in Bingham County.
- In addition to the competitive salary, this position offers a generous benefits, retirement, and leave package. In addition, relocation assistance may be available.
- Idaho Falls is the county seat of Bonneville County, Idaho, and is the largest city in Eastern Idaho. Hugging the Snake River, the Greenbelt is a system of trails with parks and a waterfall. The riverside Art Museum of Eastern Idaho showcases eclectic works. Downtown's Museum of Idaho has local-history exhibits, including items linked to the Lewis and Clark expedition and a re-created 1800s town. The Idaho Falls Zoo at Tautphaus Park has lions, sloths and penguins, plus a petting zoo.
- As of 2016, the current population in Idaho Falls is 60,211. Bonneville County's population now exceeds 110,000 and the judicial district exceeds 260,000 population with three of the fastest growing counties in Idaho – Bonneville, Madison, and Teton Counties.
- Idaho Falls, located along the Snake River and surrounded by the Rocky Mountains, draws people with its proximity to world-class outdoor adventure year round at Yellowstone and Grand Teton National Parks.
- Idaho Falls is the principal city in the state's third largest metro area and therefore touted as being "as big as you want it to be" in terms of cultural and economic opportunities
- The Idaho National Laboratory employs thousands here, making it a longstanding major player in a steadily diversifying economy

Application Instructions:

The employment application is located on our website at www.isc.idaho.gov/careers. Please submit your résumé, cover letter, and a completed employment application to the Idaho Courts, Human Resources, P.O. Box 83720, Boise, Idaho 83720-0101 or e-mail to hr@idcourts.net. Applications must be received **by Wednesday, March 16, 2018 by 5:00 p.m. MST.**

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.