



Administrative Office of the Court  
Idaho Courts  
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## Trial Court Administrator Fourth Judicial District



**Hiring Range: \$102,271 - \$126,980**

**Deadline to apply: June 28, 2019**

### **General Position Summary:**

The Trial Court Administrator assists in the overall management of district court operations in order to carry out the policy directives of the Idaho Supreme Court in the judicial district. 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). The trial court administrator works under the general direction of the Supreme Court and the joint supervision of the Administrative Director of the Courts and the Administrative District Judge.

### **Other Position Information:**

- The Fourth Judicial District is comprised of four counties covering almost 10,000 square miles, twelve general jurisdiction district judges, and twenty-five limited assignment magistrate judges. The Fourth Judicial District has not only the most populous county, Ada, but also some of the more rural counties.
- The position is located in Boise, Idaho. The Judicial District extends north through Boise County and the county seat of Idaho City with its forests and gold rush history, up to Valley County, which offers abundant outdoor recreation opportunities. The district extends west to Elmore County, also known for its outdoor recreation with boating, fishing, sand dunes, and hot springs.

- In addition to the competitive salary, this position offers a generous benefits, retirement, and leave package.
- Boise is the county seat of Ada County and is the largest city in Idaho. Boise is home to the Greenbelt—which runs along the Boise River—and provides a system of 25 miles of trails for outdoor enthusiasts. The Greenbelt also provides access to the city’s riverside parks, the Boise Art Museum, the recently-renovated Idaho State Historical Museum, and the Boise Zoo. The Boise River also provides endless fishing, floating, and whitewater opportunities.
- Boise is also well known for its scenic foothills on the northern edge of the city, with the extensive Ridge to Rivers trail system for hiking, walking, running, mountain bike riding, and horseback riding.
- The current population of Boise is estimated to be approximately 225,000. It is experiencing rapid growth due to its livability and often earns accolades on a variety of “best places” lists.

**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 goals, objectives, and priorities for the district;
- Supervises the daily operations of the district courts in multiple counties 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, guardianship and conservatorship, language access, and mediation;
- Assists in the recruitment, selection, training, evaluation, discipline, and supervision of district court personnel and provides direct supervision to staff;
- Participates in meetings of the Administrative Conference as a voting member by identifying issues and challenges being experienced in the district, engaging in policy discussions, reporting the views of the district, and in coordination with the conference, recommending solutions to improve the overall administration of justice in the state court system;
- Oversees the development, preparation, and submission of the district’s annual budget requests to the Supreme Court and each county within the district and actively monitors expenditures under those budgets;
- Coordinates judicial recruitment and performance evaluations for the District Magistrates Commission;
- Identifies individuals to provide feedback to judges as part of the Judicial Performance Evaluation Program;
- Acts as liaison between the courts and state, county, and local governmental agencies and departments;
- Fosters productive relationships with legislators as well as 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;
- Ensures coverage for making the court record throughout the district and monitors appellate transcript timelines to ensure appeals can proceed timely;
- Develops a request for, and administers, the district’s senior judge allocation in accordance with the Senior Judge Policy Manual;
- Acts as the public information officer for the judicial district in coordination with Administrative District Judge and establishes effective relations between the court and the media by scheduling forums or other opportunities for discussion and providing information about the courts to the extent permitted by the Idaho Code of Judicial Conduct;
- Coordinates public education programs on behalf of the court;
- Develops and manages effective jury systems;
- Ensures compliance with state laws, Supreme Court Rules, and recommended standards;

- Evaluates facility needs of the local district courts and works closely with funding bodies to ensure that adequate, secure, and accessible facilities are available for all court programs, services, and activities;
- Serves as the Americans with Disabilities Act coordinator for the judicial district;
- 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;
- Other duties as assigned.

**Minimum Qualifications:**

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.

*Education and Experience:*

- Master's degree in public administration, business administration, or other degree similarly related to court administration OR a bachelor's degree in a related field and a Fellow of the Institute of Court Management; preference may be given to candidates with a juris doctorate;
- A minimum of 7 years of progressively responsible experience working in court management, judicial administration or a related field with responsibilities including implementation and oversight of programs; preference may be given to candidates with prior court administration experience in an urban setting; and
- A minimum of 5 years of supervisory experience;

*Knowledge, Skills, and Abilities:*

- Knowledge of court systems, procedures, and services;
- 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 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.

**Application Instructions:**

The employment application is located on our website at [www.isc.idaho.gov/careers](http://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](mailto:hr@idcourts.net). Applications must be received **by Monday, July 1, 2019, by 5:00 p.m. MDT.**

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.