



District Court Administrator – District 9

Office of Court Operations

Wisconsin Court System

The Wisconsin Court System is seeking a dynamic, experienced and innovative leader for the role of District Court Administrator (DCA) in the 9th Judicial District (serving Florence, Forest, Langlade, Lincoln, Marathon, Menominee, Oneida, Portage, Price, Shawano, Taylor, Vilas and Wood counties). This position interacts daily with judicial officers, public officials and court personnel. The DCA provides executive leadership within a judicial district and receives administrative direction from the Chief Judge and the Deputy Director for Court Operations. This position requires building and maintaining effective working relationships with a variety of internal and external stakeholders. A DCA analyzes, recommends and implements court management policies and procedures. The DCA assists the Chief Judge in carrying out his/her responsibilities under Supreme Court Rule Chapter 70 and Wisconsin Statutes.

LOCATION: The 9th Judicial District office is located in Wausau, Wisconsin.

SALARY: Hiring Salary Range is \$112,964 to \$124,300 annually with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Develops and maintains a comprehensive and effective administrative structure for the district, including caseload assignments, training and orientation, and guidance and oversight. 2) Develops and implements policies regarding court reporting services including scheduling and reporting requirements. 3) Manages court facility remodeling, new construction and security needs within the district. 4) Assists in the development and implementation of statewide initiatives and new programs. 5) Participates in statewide committees or ad-hoc committees and special projects. 6) Acts as a liaison between the Supreme Court, Director of State Courts Office, the Chief Judge, and counties. 7) Supervises district administrative staff and court reporters.

QUALIFICATIONS:

1) Degree in court administration, public administration, business administration or closely related field is required. 2) Experience in executive management of trial court operations, programs and services is highly preferred. 3) Graduate degree in court administration, public administration, business administration or related field is preferred. 4) Certificate from the Institute for Court Management (the CCM, CCE or ICM Fellow) is preferred.

COMPETENCIES:

1) Ability to develop and maintain effective working relationships with judges, public officials, court personnel and other stakeholders. 2) Knowledge and experience in executive leadership. 3) Knowledge of the general operation of the Wisconsin Court System.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) Must meet the minimum standards for driving a state vehicle. 3) Must be able to travel throughout the State of Wisconsin with occasional overnights. 3) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY:

Please submit a cover letter, resume, and writing sample that you feel highlights your written communication skills in a **single .pdf document** indicating the position **#24--2440 District Court Administrator, District 9** to human.resources@wicourts.gov. All materials must address your relevant education, experience, and skills as they relate to the qualifications, competencies and special requirements listed above. Failure to follow these procedures may result in your disqualification.

Previous applicants need not reapply.

DEADLINE:

Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system, visit our website at www.wicourts.gov.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER