



# District Court Administrator – District 5

## Office of Court Operations

### Wisconsin Court System

The Wisconsin Court System is seeking applicants for a full-time **District Court Administrator (DCA)** in Judicial District 5 (serving Columbia, Dane, Green, Lafayette, Rock, and Sauk counties). The DCA works within a judicial district under the direction of the Chief Judge and the Deputy Director for Court Operations. A DCA analyzes, recommends and implements court management policies and procedures. These policies are intended to secure the fair and prompt administration of justice in the trial courts within the DCA's judicial administrative district. The DCA assists the respective Chief Judge in carrying out his/her responsibilities under Supreme Court Rule Chapter 70 and Wisconsin Statutes.

**LOCATION:** The 5<sup>th</sup> Judicial District office is located in Madison, WI. The position is headquartered in Wisconsin and the selected candidate may be expected to report to the different counties in the district on short notice. Frequent travel is required.

**SALARY:** Hiring salary range is \$116,355 to \$128,044 annually with a State of Wisconsin benefits package.

#### RESPONSIBILITIES:

1) Develops and maintains a comprehensive and effective administrative structure for the assigned judicial 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) Ensures the accuracy of administrative records. 4) Manages court facility remodeling, new construction and security needs within the district. 5) Assists in development and implementation of statewide initiatives and new programs including data analysis, participation in statewide committees or ad-hoc committees and special projects. 6) Provides for communication and acts as a liaison between the Supreme Court, the Director of State Courts Office, Chief Judge, and counties. 7) Supervision of district administrative staff and court reporters.

#### QUALIFICATIONS:

**Required:** 1) Degree in court administration, public administration, business administration or related field. 2) Experience developing and implementing policies. 3) Supervisory experience including recruiting, onboarding, training, performance coaching and evaluations. 4) Education and/or experience in court administration.

**Preferred:** 5) Graduate degree in court administration, public administration, business administration or related field.

6) Experience in executive management of trial court operations, programs and services. 7) Certificate from the Institute for Court Management (the CCM, CCE or ICM Fellow).

#### 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. 4) 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 **#26-2605 District Court Administrator – District 5** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

#### DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on February 8<sup>th</sup>, 2025. 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](http://www.wicourts.gov).

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

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**