

RECRUITMENT NOTICE



DIRECTOR OF TRIAL COURT OPERATIONS

Managerial, planning, administrative, and policy development work at a professional level involving statewide development, implementation, evaluation, and operational oversight of all operations, services, and programs of the District Court, Family Court, and Judicial Bureau. The position may also provide coordination and oversight of the operations of and services provided by the Superior Courts and the Environmental Court. Supervision is exercised over Court Managers and Clerks, as well as other professional and administrative staff. The incumbent will report to the Court Administrator and perform work under the general direction of the Court Administrator, Administrative Judge, and Supreme Court.

Examples of Work Performed:

Establishes priorities, objectives, and strategies for the Trial Court Operations Division to accomplish the organizational mission and goals established by the Supreme Court. Within organizational policies and parameters established by the Supreme Court, manages the trial courts' budgets and the Trial Court Operations Division budget. Attends Supreme Court administrative meetings when requested by the Court.

Monitors trial court operations to ensure that users of the courts are treated well and that court services are accessible and delivered in a timely manner. Conducts ongoing performance reviews of court activities to assess progress, problem areas, and the need for resources or technology; takes corrective action. Confers with judicial officers, court staff, attorneys, and other users of the court system to identify areas of strength and those needing improvement. Hires and retains a well-trained workforce.

Translates new legislation/rules into court policies and protocols. Identifies the need for new or revised legislation, procedural rules, administrative rules, or court policies. Drafts proposed legislation upon request.

Monitors and analyzes statistical information relating to disposition of cases within timelines established by the Supreme Court. Ensures that court records are accurate and managed.

Participates in and/or provides staff support to judicial branch committees as assigned by the Court Administrator. Directs special studies and prepares reports. Related duties as assigned.

Minimum Qualifications:

Education: Juris Doctor

Experience: Three years of management experience in a public sector organization with responsibility for policy formulation and implementation, budget and fiscal administration, supervision and human resources management, and program evaluation, one year of which must have been in a supervisory capacity in a court or other judicial setting.

Note: A Bachelor's degree and seven years experience as an upper-level manager of trial court operations/services in a state, large county, or large city administrative office of the courts **OR** admission to the Vermont Bar after a four-year clerkship may be substituted for the Juris Doctor.

Salary

The annual salary for this position is \$86,700 but may be negotiable with exceptional experience.

Benefits

- \$ Twelve days of vacation are earned per year.
- \$ Twelve days of sick leave are earned per year.
- \$ Twelve holidays are paid per year.
- \$ Group life and medical insurance and long-term disability insurance are available.
- \$ Dental Coverage is effective after six months.
- \$ Long-term retirement investment plan available (DCP).
- \$ Membership in the Vermont State Employees Retirement System

Application Screening

Applicants may be selected for an interview based upon their training and experience as provided in the job application. Applications must be detailed in all respects, particularly in such areas as school(s) attended, dates of attendance, degrees awarded, previous jobs and dates and major job duties performed.

Submission of Applications

Application forms may be obtained from the Office of the Court Administrator or at www.vermontjudiciary.org. If a resume is submitted, it must be accompanied by a completed Judicial Branch application. Applications must be received no later than Friday, April 25, 2008 at:

Office of the Court Administrator
109 State Street
Montpelier, VT 05609-0701
Phone: 802-828-3278
TDD: 802-828-3234

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