

# Saint Louis County

## Director of Judicial Administration

The Director of Judicial Administration functions as the chief non-judicial officer of the St. Louis County Circuit Court. The Director carries out policies relating to all phases of the Court's operations by performing the following duties personally or through subordinates. It is the Director's responsibility to see that the court's administrative office effectively and efficiently meets obligations to the courts and the community in support of the mission of the Court.

*To serve the citizens of St. Louis County by providing access to a fair, impartial, prompt and cost-effective system of justice that ensures all are treated with courtesy and dignity and that fosters the respect and confidence of the public in an independent judicial system.*

*To serve the public and foster a professional, accessible judicial environment, treating all individuals with dignity, respect, honesty, and fairness with sensitivity to an increasingly diverse population.*

*To preserve the integrity of traditional court practices and procedures while recognizing that the creation and maintenance of alternative courts and the use of alternative dispute resolution programs will enhance the delivery of justice to the public.*

*To respect the interests of the taxpayers of St. Louis County and the State of Missouri by continuously seeking cost-effective methods to improve the delivery of justice services to the public.*

*To measure and communicate information regarding the performance of the court.*

*To comply with the directives of the Missouri Supreme Court and the General Assembly of the State of Missouri for the disposition of designated cases with established time standards.*

The Director hires, trains, develops the abilities of staff, provides discipline and supervises and directs their activities. Further responsibilities include: implementing new technological tools or systems, business process re-engineering, and other change initiatives to realize efficiencies; developing new programs and services, procedures and Administrative Office's objectives; planning space utilization and future needs assessment; monitoring performance metrics and providing necessary statistics for reports, and other duties as assigned. The Director reports directly to the Presiding Judge of the Circuit Court.

### **General Duties**

The Director of Judicial Administration shall:

- Lead and manage a large operation within a dynamic and forward thinking court, as well as manage the day-to-day operations and help guide the court into the future.
- Motivate teams and manage a highly skilled work force.
- Empower managers to work in a dynamic environment with a shared mission.

- Establish and prioritize goals and objectives and develop strategies and tactics to achieve them in a timely and cost-effective manner.
- Supervise and monitor subordinates designated to accomplish the goals and objectives of the St. Louis County Circuit Courts and related support services and activities.
- Develop and communicate programs, protocols, policies and effective Court procedures in cooperation with the Presiding Judge, members of the Circuit Court bench and Court committees.
- Establish administrative direction; develop, review, and coordinate programs of each division or within the organization to ensure efforts are integrated and without redundancy.
- Supervise all matters relating to the offices of circuit clerk, sheriff, and clerical and administrative personnel.
- Examine the state of dockets of the court; secure information as to the circuit courts needs of assistance; prepare and transmit semiannually to the Presiding Judge of the circuit court statistical data and report as to the business of the court.
- Possess and exercise all powers and duties given by the constitution, by law and ordinance to the offices of circuit clerk, sheriff and except as otherwise provided in charter.
- Perform administrative functions incidental to the operation of the Juvenile Court not otherwise provided for by charter or by ordinance.
- Assist the Circuit Court in the conduct of the business of the Court with respect to other matters, as the Court may deem necessary.
- Appoint, under the merit system, the circuit clerk, the sheriff, and the IT director who shall exercise the duties of their respective offices as deputies of the Director of Judicial Administration.

### **Specific Duties**

The Director of Judicial Administration shall:

- Exercise all powers and duties given by the constitution, law and ordinance to the Office of the Sheriff except as otherwise provided in the Charter. (The powers and duties of sheriffs pertaining to apprehension and arrest, including the service and execution of any and all warrants and orders pertaining to criminal matters issues pursuant to law, and the

issuance of permits to acquire firearms, shall be performed by the Chief of Police and Department of Police in accordance with law.)

- Assist the Presiding Judge in her/his duties, including drafting administrative orders, researching and resolving legal matters, addressing procedural issues, maintaining confidential and closed records and any other administrative issues that may arise.
- Work with all judges on procedural and legal issues, and employment issues of the court reporters, bailiffs and court division staff.
- Review all requests for the discharge of regular employees of Judicial Administration and confer on other personnel issues identified by the Court or Human Resources
- Confer with legal counsel to the Circuit Clerk regarding prisoner mail, legal issues and other requests.
- Promptly respond to questions and attempt to solve problems for judges, lawyers, staff and the public.
- Liaise with all St. Louis County government agencies including but not limited to Public Works, Health, Justice Services, Highways and Traffic, Police and Counselor's office.
- Liaise with state government agencies including but not limited to the Office of State Courts Administrator, Board of Probation and Parole, Attorney General, Highway Patrol, Department of Revenue and Department of Corrections.
- Monitor the terms of officials appointed by the Court en Banc, including commissioners of the court, and condemnation commissioners.
- Oversee Judicial Commission election.
- Provide comprehensive information about court operations for new judges at new judges' orientation and introduce them to key staff. In conjunction with Human Resources, prepare a comprehensive written manual of policies and procedures, and conduct training and orientation for all new judges.
- Serve on state court committees as appointed.

Direct and supervise the following:

- Office of the Circuit Clerk. The Judicial Administrator shall meet regularly with the Circuit Clerk; answer questions regarding legal, personnel and procedural issues; confer on policy and liability issues.

- Office of the Sheriff of St. Louis County. Meet regularly with the Sheriff; answer questions regarding legal, personnel and procedural issues; confer on policy and liability issues.
- Information Technology Department. Meet regularly with Information Technology Manager; answer questions regarding legal, personnel and procedural issues; confer on policy and liability issues.
- Court Services Department (Jury Room). Meet regularly with Court Services Officer; Keep updated records of jury trials and ensure adequate, diverse jury pool is maintained to ensure timely scheduling of criminal and civil trials and prompt administration of justice in accordance with state standards; answer questions on legal, personnel and procedural issues; confer on policy and related issues; handling juror issues as required.
- Human Resources Department. Meet regularly with Human Resources Manager; answer questions regarding legal, personnel and procedural issues; confer on policy and liability issues.
- Legal Staff Assistants. Meet and confer regularly with the attorneys; provide training and supervision necessary to develop legal knowledge and competence.
- Court Reporters. Meet regularly with court reporters; confer on legal and procedural issues as needed.
- Treatment Court Managers. Meet regularly with treatment court managers; confer on personnel, budget and legal issues.
- Law Librarian. -Meet regularly with law librarian and staff; assist Law Library Committee on contracts, budget, personnel issues, development and implementation of goals. .

Other duties as assigned and as needed.

Examples:

- Represent judges on writs.
- Appoint special prosecutor on jury issues or attorney contempt.
- Work with courthouse security to ensure the safety and security of the public and court staff.

### **Minimum qualifications**

A bachelor's degree or equivalent in management, public, legal, court, or business administration, criminal justice administration, or a related field. Juris doctorate preferred but not required.

Eight or more years of progressive supervisory responsibility and related management experience of which three must be in a supervisory position of two or more levels.

Possession of a valid driver's license.

Must be able to pass an extensive criminal history background check.

### **Key areas of knowledge, skill and abilities**

The successful candidate will possess:

- A deep understanding of the mission and daily operations of the court.
- Responsiveness.
- Initiative.
- A strong desire and ability to make community contacts and foster diplomatic communications and relationships with internal and external stakeholders.
- A superior ability to communicate with the general public and court staff.
- A comprehensive knowledge of court technology and court technology trends.
- Strong customer-service focus.
- Extensive administrative experience.
- Demonstrated organizational skills
- Demonstrated budgeting skills and experience.
- Demonstrated negotiation skills and the ability to advocate for court resources.
- Excellent interpersonal skills.

### **Salary and Benefits**

Salary of the Director of Judicial Administration shall be within the pay range level 120, (i.e. \$91,717.00 to \$150,856.00), based on skill and experience.

- Paid medical and dental insurance.
- 20 days paid vacation the first year.
- 10 paid holidays.
- Participation in the St. Louis County Revised Retirement Plan, with full vesting after seven years.
- Paid life insurance.
- Optional credit union membership.
- 457 Deferred Compensation Plan.
- Pre-tax medical, dental and vision premium pay plan.
- Dependent care and medical expense reimbursement plans.
- Short and long-term disability insurance.

## **Appointment Procedures**

In accordance with **St. Louis County Charter Section 4.430**, the Director of Judicial Administration shall be appointed by a majority of the circuit judges of the county at a meeting duly called and held for that purpose. If the circuit judges fail to make an appointment within sixty days after the commencement of any term or after a vacancy occurs, the County Executive shall appoint the Director subject to confirmation by the County Council. The Director shall serve for a term of four years, except one appointed to fill a vacancy occurring during a term. Terms shall begin January 1, and each fourth year thereafter. The director may be removed from office during his/her term by the authority that appointed in the manner as s/he was appointed.

**To apply for this exciting opportunity please email a cover letter, resume and 3 professional references to Eric Brown at [ebrown@NCSC.org](mailto:ebrown@NCSC.org). Closing date for this position is August 9<sup>th</sup>, 2019.**