

# **MONTANA SUPREME COURT JOB ANNOUNCEMENT COURT ADMINISTRATOR**

The Supreme Court is seeking a skilled and seasoned leader to serve as Court Administrator. This is an ideal position for a person with a proven track record as a successful manager and leader of a large, complex organization. An understanding of courts and the ability to manage major programs throughout the state is essential.

**The Court Administrator serves at the pleasure of the Supreme Court. The key duties include:**

1. Managing administrative matters for the Chief Justice and the Court and performing work assigned by the Court.
2. Supervising and managing the work of three directors. The directors oversee budget and finance, technology and court services.
3. Identifying major needs in the court system and aggressively pursuing solutions to those needs. Budget, technology and legislative experience is essential.
4. Overseeing the work of boards and commissions attached to the Branch. This includes active participation with the District Court Council – the body governing District Court assumption.
5. Establishing positive relationships with a variety of people including judges at all levels, staff in the Judicial Branch, Executive Branch officials, legislators and others.

The successful candidate will have a master's degree in public administration, judicial administration or a similar field and at least five years of upper-level management experience. The experience must include significant responsibility for complex programs affecting a number of constituents. Legislative experience and experience with the state budgeting and accounting systems are required. General knowledge of Judicial Branch operations and grants management is a plus. Other education and experience will be considered on a case-by-case basis.

Salary range is \$85,000- \$100,000, depending on education and experience. August 1, 2011 is the anticipated start date. Submit a cover letter, a detailed resume and the name of three professional references to SCA Search Committee, c/o Human Resources, P.O. Box 203005, Helena, MT 59601. Letter of interest must be received by June 20, 2011. Late applications will not be accepted.

**3-1-701. Office of court administrator -- appointment and term of office.** There is established the office of court administrator. The supreme court shall appoint a court administrator. The court administrator holds the position at the pleasure of the court.

**History:** En. 82-510 by Sec. 1, Ch. 396, L. 1977; R.C.M. 1947, 82-510; amd. Sec. 146, Ch. 61, L. 2007.

**3-1-702. Duties.** The court administrator is the administrative officer of the court. Under the direction of the supreme court, the court administrator shall:

(1) prepare and present judicial budget requests to the legislature, including the costs of the state-funded district court program;

(2) collect, compile, and report statistical and other data relating to the business transacted by the courts and provide the information to the legislature on request;

(3) report annually to the law and justice interim committee and at the beginning of each regular legislative session report to the house appropriations subcommittee that considers general government on the status of development and procurement of information technology within the judicial branch, including any changes in the judicial branch information technology strategic plan and any problems encountered in deploying appropriate information technology within the judicial branch. The court administrator shall, to the extent possible, provide that current and future applications are coordinated and compatible with the standards and goals of the executive branch as expressed in the state strategic information technology plan provided for in [2-17-521](#).

(4) recommend to the supreme court improvements in the judiciary;

(5) administer legal assistance for indigent victims of domestic violence, as provided in [3-2-714](#);

(6) administer state funding for district courts, as provided in chapter 5, part 9;

(7) administer and report on the child abuse court diversion pilot project provided in [41-3-305](#);

(8) administer the judicial branch personnel plan; and

(9) perform other duties that the supreme court may assign. (*Subsection (7) terminates June 30, 2017--sec. 7, Ch. 376, L. 2015.*)

**History:** En. 82-512 by Sec. 3, Ch. 396, L. 1977; R.C.M. 1947, 82-512; amd. Sec. 13, Ch. 112, L. 1991; amd. Sec. 1, Ch. 704, L. 1991; amd. Sec. 12, Ch. 349, L. 1993; amd. Sec. 9, Ch. 585, L. 2001; amd. Sec. 2, Ch. 445, L. 2005; amd. Sec. 2, Ch. 376, L. 2015.

**3-1-703. Cooperation of court officers.** All court officers, including clerks of district courts, shall comply with requests made by the court administrator for information and statistical and financial data bearing on the business transacted by the courts.

**History:** En. 82-513 by Sec. 4, Ch. 396, L. 1977; R.C.M. 1947, 82-513.