

THE VERMONT JUDICIARY



VACANCY ANNOUNCEMENT

ABOUT THE VERMONT JUDICIARY

The mission of the Vermont Judiciary is to provide equal access to justice, protect individual rights, resolve legal disputes fairly and timely, and provide everyone access to the justice system. As a coequal branch of government, the Vermont Judiciary is an important element in the balance of power among the three branches of government that is essential to the vitality of our democracy.

The Vermont Judiciary consists of an appellate court, which is the Supreme Court, and a trial court, known as the Vermont Superior Court. There are 14 units of the Superior Court, one corresponding to each county. The Supreme Court justices administer the Vermont court system consisting of 350 employees statewide, with the assistance of the State Court Administrator (SCA) and the Chief Superior Judge. Court-appointed boards and committees also provide support to the court.

EMPLOYMENT OPPORTUNITY

The Vermont Judiciary is currently seeking to fill the State Court Administrator (SCA) position. The position represents an excellent opportunity for the qualified individual who genuinely wants to contribute to the field of court administration by providing leadership and support to all facets of the Vermont Judiciary and its personnel. Working collaboratively with the Chief Superior Judge, the incumbent plays an integral role in furthering the mission of the Vermont Judiciary.

The State Court Administrator has responsibility for implementing the rules and policies of the Judiciary, managing the court system's operations, and supervising the staff of the Office of Court Administrator. The SCA is responsible for making recommendations for, preparing, submitting, and administering a \$47 million budget, and for participating in ushering Judiciary initiatives through the state legislative process. The SCA is responsible for outreach and interaction with state executive branch agencies and legislative committees in matters that involve the Judiciary. The SCA position is responsible for human resources policy development and implementation, including collective bargaining. Management of the Judiciary's information technology services, recordkeeping systems, court security operations, and processes, and education for judicial and court staff are also major responsibilities of the SCA. The SCA is responsible for proactively monitoring and assessing issues that may impact the judiciary's operations and promoting public trust and confidence in the fair administration of justice.

STATE COURT ADMINISTRATOR QUALIFICATIONS

Candidates for the position are required to have:

- Extensive experience in judicial/court administration, legal administration, or other relevant experience that demonstrates the performance of progressively responsible job duties and that includes significant supervisory experience;
- Graduation from an accredited college or university with an advanced degree in business administration, public administration, judicial administration, law, or another relevant discipline. A Juris Doctorate is preferred;
- Knowledge and understanding of the general rules, regulations, and processes of a judicial system;
- Strong human resources management experience. Familiarity working in an organized labor environment preferred;
- Proven leadership skills including flexibility, adaptability, and the capability to build consensus across diverse internal groups and external constituents;
- Strong public-sector budget development and management skills;
- Familiarity with and understanding of the use of technology for case management and public access to court services; and
- Experience preparing and making presentations to legislative bodies, judicial bodies, and the public. Familiarity with legislative and executive branch processes is preferred.

Candidates should be able to:

- Think strategically and provide guidance to the administration of the judicial system;
- Appreciate and manage the complex internal and external relationships that occur within the framework of a unified judicial system;
- Communicate effectively and transparently to ensure messaging is accurate and reaches the intended audiences;
- Build and maintain productive working relationships with a wide range of individuals including judicial and court staff, legislators, public officials, the bar, and the public;
- Effectively lead systemic changes designed to improve the administration of justice and the effectiveness of the Judiciary; and
- Demonstrate an ability to effectively exercise judgment, discretion, and decorum in carrying out the duties of the position and the work of the Judiciary.

Applications for the position are being accepted from January 15, 2022, through February 15, 2022. Interested applicants must submit a cover letter, resume, and three professional references no later than 5:00 pm (EST), February 15, 2022. Applications may be submitted electronically to:

dmason@ncsc.org or by USPS, FedEx, etc. to
Deborah Mason, Executive Director Human Resources
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185

THE VERMONT JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER