



DISTRICT COURT ADMINISTRATOR 10th JUDICIAL DISTRICT WISCONSIN COURT SYSTEM

The Wisconsin Court System Office of Court Operations seeks an experienced court administrator to serve as the unclassified, full-time **District Court Administrator** its 10th Judicial District. The 10th Judicial District of Wisconsin covers thirteen rural counties in northwestern Wisconsin, from Lake Superior to Eau Claire and to the Minnesota border.

LOCATION: The position is headquartered in Hudson (St. Croix County), WI. Regular in-state travel is required, both inside the judicial district and statewide.

SALARY: Minimum salary is \$98,350 commensurate with training and experience and includes excellent state benefits. Please visit [this link](#) for more information on benefits.

RESPONSIBILITIES:

- Develops and maintains a comprehensive and effective administrative structure for the district.
- Assists in development and implementation of statewide initiatives and new programs.
- Establishes and implements a caseload assignment system for the district.
- Collects and analyzes data to measure court performance.
- Provides technical and administrative assistance to judges and court staff as defined by supreme court rules.
- Serves statewide committee assignments and performs ad-hoc or special projects as assigned.
- Identifies facility needs and manages courtroom availability and security within the district.
- Provides training for judges and orientation to clerks of court and registers in probate
- Provides guidance and oversight on municipal court governance.
- Ensures the accuracy of court records and maintains policy for the storage of court reporting records.
- Develops and implements policies regarding court reporting services and oversees the scheduling and reporting requirements of court reporters.
- Provides for communication and acts as a liaison between Supreme Court, the Director of State Courts Office, chief judge, and counties.
- Provides assistance in the budget process to counties and the State.
- Represents trial court or the chief judge at state and local hearings.

QUALIFICATIONS:

Required: (1) Graduate degree or comparable education in court administration, public administration, business administration or related fields. (2) Significant, executive experience in management of trial court operations, programs and services. (3) Comprehensive knowledge of trial court operations and substantial experience in a high-level managerial capacity. (4) Comprehensive knowledge of legal and judicial proceedings.

Preferred – (5) Certification from the Institute for Court Management.

TO APPLY:

Please submit a cover letter, resume and a list of three professional references (**please combine into one .pdf document**) clearly indicating your qualifications and the position title **District Court Administrator (#20-1561)** to <mailto:human.resources@wicourts.gov>. Failure to follow these procedures may result in your disqualification. Any questions regarding the job announcement should be directed to Caitlin M. Frederick, HR Officer, (608) 267-1940 or mailto:caitlin.frederick@wicourts.gov?subject=*District 10 Administrator*.

SPECIAL NOTES:

(1) Interviews are expected to be conducted in mid to late August and will be held in Hudson, WI and the Minneapolis-St. Paul, MN area, depending on the geographic availability of the candidates. (2) A complete job description can be accessed on our website by viewing the announcement at <https://www.wicourts.gov/courts/employment/index.jsp>.

DEADLINE: All applications must be received by 11:59 p.m., Sunday, August 11, 2019. 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.

EQUAL EMPLOYMENT OPPORTUNITY