OVERVIEW
Salary: $90,000, but may be negotiable depending upon qualifications

This executive position leads and manages a division of the Vermont Judicial Branch, with operational oversight of the Superior Court and Judicial Bureau under the general direction of the State Court Administrator. This position, located in Montpelier Vermont, is responsible for considerable resources, including operations that take place in over 20 court houses across multiple dockets; 190 FTE’s in several job categories; and a substantial portion of the Judiciary budget. This position supervises geographically dispersed Superior Court Clerks and may also supervise other managerial, professional, and/or administrative staff, as assigned by the State Court Administrator.

The Chief of Trial Court Operations must have a passion for excellence and demonstrate an understanding that the independence of Vermont's Judicial Branch, as one of three co-equal branches of state government, depends on public trust and confidence earned through high standards of transparency and accountability.

The work involves statewide planning, policy development, managerial, and administrative work at a professional level. This position will provide leadership in support of change efforts that will streamline work processes, create a culture of accountability, and standardize work processes across the state, including collaborating with the technology division to support the implementation of a new electronic case management and document management system that will enable electronic filing. Other duties as assigned.
MINIMUM QUALIFICATIONS

Education: [i] Graduation from a four-year college or university with a Bachelor’s Degree. Prefer Juris Doctor OR Master’s Degree in a field relevant to job responsibilities. [Admission to the Vermont Bar after a four-year clerkship may be substituted for the Juris Doctor Degree.]

Experience: Five years’ experience of a progressively responsible nature in court management or a closely related field with responsibility for policy formulation and implementation, budget and fiscal administration, supervision and human resources management, and program evaluation. Strong writing, communication, and interpersonal skills; ability to research and draft procedures and policies for review; extensive experience in supervision, particularly in a statewide environment; proven ability to work positively in a changing system.

PREFERRED

Experience in the development and implementation of judicial electronic filing and case management systems. Successful track record in a demanding and fast-paced environment, implementing large-scale change management programs that significantly improved operations either by reducing cost, improving quality, enhancing customer service or automating work processes. Extensive knowledge of the organization, functions, responsibilities, procedures, and internal control systems of courts. Ability to manage multiple complex public services in a statewide environment. Considerable knowledge of the principles and practices of court administration.

Vermont Community

Vermont has the least amount of violent crimes in 50 states. America’s largest producer of maple syrup and also produces substantial crops of apples, potatoes, eggs, honey, vegetables, Christmas trees, lumber and pulp wood, and greenhouse nursery products. Vermont has the most Farmer’s Markets and second most breweries per capita. One of the healthiest states in the country.

BENEFITS

This position comes with a full complement of state sponsored benefits including group medical and life insurance, dental and LTD coverage, membership in the Vermont State Employees Retirement System and paid leave.

Submission of Applications: Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the following email address: jud.jobs@state.vt.us

Format E-mail subject line as follows: your name 000715 (example: Smith 000715)

Open until filled.

An electronic version of the Application and a more detailed job description may be found at: www.vermontjudiciary.org.

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