

# Kansas Judicial Branch

Chief Justice Marla Luckert



## The Supreme Court of the State of Kansas

**Position Title: Judicial Administrator**

**Salary Range: \$128,636.00 annually**

**Kansas Judicial Branch Benefits** [State Employment Center - Benefits \(ks.gov\)](https://ks.gov)

**Professional memberships covered.**

**Position Overview:** Under the direction of the Supreme Court, the judicial administrator helps create a compelling vision for courts of the future and implements strategic plans for the judicial branch. The individual must be able to thrive in a demanding, fast-paced environment, navigate ambiguity, balance the needs of multiple stakeholders, and provide innovative solutions to complex organizational problems. The person selected must be able to work collaboratively with a wide range of stakeholders including judges, court personnel, legislators, justice system partners, and the public. The position requires poised, courageous, and innovative leadership guiding the administration of the judicial branch.

### Representative Duties:

- Performs duties specified in K.S.A. 20-318; establishes and enforces operating procedures and standards; directly supervises upper-level managers; and manages day-to-day operations of the Office of Judicial Administration
- Collaborates with and maintains judicial branch service brand as liaison with judges, court personnel, legislators, bar, state and local justice system partners, and the public.
- Makes recommendations to the Supreme Court and departmental justices relating to the operations of the courts and implements decisions of the court, including those related to judge assignments, judicial branch fiscal affairs, suits against judges and courts or other legal matters impacting the judicial branch, training and orientation of judges and court personnel, human resources, court technology, and public information.
- Provides leadership in the area of information technology. Ensures that major project initiatives receive support necessary to drive successful implementation.
- Directly supervises executive staff and manages department of approximately 90. Programs include budgeting and fiscal operations, security planning, information technology, personnel management, judge and employee education, public information, legal department, trial court programs, attorney services, and judicial officer support.

## Strategic Goals

**1**

Maximize access to and promote justice.

**2**

Encourage innovation and harness technology.

**3**

Attract and retain an excellent workforce.

**4**

Steward public resources.

## Qualifications and Requirements:

- Bachelor's degree from an accredited university supplemented by a graduate degree in law, business, judicial, or public administration.
- Five or more years of progressively responsible management-level experience.
- Three years at executive level leadership.
- Law degree or doctorate in organizational leadership preferred.

## Preferred Knowledge, Skills, and Abilities:

- Knowledge of structure, operation, and responsibility of state courts.
- Demonstrated advanced skills in organizational leadership.
- Demonstrated excellent written and oral communications abilities and strong interpersonal and analytical skills.
- Ability to digest a substantial quantity of oral and written materials and produce a clear, concise, and accurate written work product
- Proven success inspiring commitment, collaboration, and completion of organizational goals.
- Ability to discern creative and innovate solutions within laws, rules, regulations, and policies guiding the judicial branch.
- Experience implementing large-scale, innovative information system solutions to complex organizational problems.
- Demonstrated success interacting with and influencing internal and external stakeholders.
- Demonstrated success in developing leaders.
- Demonstrated ability to maintain appropriate decorum.
- Ability to communicate clearly, effectively, and responsibly.
- Commitment to creating an employer of choice work environment.

## Application Due Date: March 5, 2021

Applicants are required to submit a self-edited writing sample of no more than three pages that will be considered in determining the applicant's qualifications for this position. The writing sample must express your vision of the court administrator's principal role and its importance to judicial branch operations, and how you would succeed in that role if you had the opportunity.

The Supreme Court of Kansas is accepting applications for the position of Judicial Administrator, which will become vacant on April 16, 2021. A Kansas Judicial Branch application found at <https://bit.ly/3sWlq3S> with a resume and a self-edited writing sample of no more than three pages should be submitted to:

Allyson Christman  
Director of Personnel  
Office of Judicial Administration  
[kjb\\_hr@kscourts.org](mailto:kjb_hr@kscourts.org)

**About the Kansas Judicial Branch:** Kansas has a unified court system made up of the Supreme Court, Court of Appeals, and district courts. Kansas' 105 counties are grouped into 31 judicial districts served by 167 district judges and 79 district magistrate judges. Kansas law requires at least one judge in each county. Similarly, each county has a district court. The Kansas judicial branch employs 1,589 nonjudicial staff in its courts and offices. The annual judicial branch budget is over \$100 million. Almost 91% of this budget pays judicial and nonjudicial salaries, as the counties pay operating expenses for the district courts.

The Kansas judicial branch began to centralize all case management in 2018, a project scheduled to be complete in 2022. This work requires innovation in all areas of judicial service to Kansans. In addition, the

Kansas judicial branch is well underway in creating several specialty courts to serve Kansans. It is an exciting time. If you like continuous improvement, the Kansas judicial branch provides that environment.

**About the Supreme Court of Kansas:** The Kansas Constitution provides that the Supreme Court has general administrative authority over all courts in Kansas. The court has seven justices, the most senior in terms of service serving as the chief justice. The chief justice exercises the court's general administrative authority and is responsible for executing and implementing the administrative rules and policies of the Supreme Court, including supervision of the personnel and financial affairs of the court system, and is responsible for the effective and efficient administration of the court system.

**Conditions of Employment:** The selected candidate will be subject to a background check. Pursuant to Kansas statute, the judicial administrator serves at the will of the chief justice.

For more information about the Kansas judicial branch, please visit [www.kscourts.org](http://www.kscourts.org).

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the judicial branch. It is your responsibility to make your needs known to the judicial branch. Please contact Allyson Christman at 785-296-2877.

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