

## **CHIEF OF COURT OPERATIONS**

**(Preferred location Portland but will consider Augusta)**

### **GENERAL SUMMARY**

The Chief of Court Operations (CCO) is an executive-level position that reports directly to the State Court Administrator (SCA). This is a highly responsible leadership position with oversight of several operational areas of the Maine Judicial Branch and serves as an advisor to the SCA on the day-to-day operations of the branch.

The Chief of Court Operations provides leadership and management for the following departments servicing Judicial Branch operations: Human Resources, Court Facilities, State Judicial Marshals, Court Operations, and Court Services. The position develops strategic vision and goals for the areas of oversight and works closely with all areas of operations and support services to ensure that they are aligned and working towards these goals.

The CCO also serves as a member of the Administrative Leadership Team, addressing challenges, proposing solutions, and providing input on Judicial Branch policy and other matters.

### **ESSENTIAL JOB FUNCTIONS\***

- Advises and assists the State Court Administration in performing their duties.
- Exercises general supervision for all operational areas, as directed by the State Court Administrator.
- Supervises and supports the work of the Director of Court Operations and works closely with the trial court chiefs, judges, clerks, support services, and all areas of administration to create and maintain timely, safe, efficient, and consistent court operations.
- Supervises and supports the work of the Manager of Court Services to promote centralized court services, including the Violations Bureau and Judicial Branch Service Center, Court Access and Court Interpreter Program, Office of Transcript Operations, Court Alternative Dispute Resolution Services (CADRES), and Judicial administrative support.
- Supervises and supports the work of the Director of Human Resources to ensure timely, compliant, innovative, strategic, and forward-thinking people operations.
- Supervises and supports the work of the Director of State Judicial Marshals to plan, manage, and coordinate judicial marshal services, including security for court all Judicial Branch facilities.
- Supervises and supports the work of the Director of Court Facilities to ensure that courthouses and Judicial Branch facilities are safe, efficient, and accessible to the public and provides planning and management oversight of all Judicial Branch courthouses and facilities throughout the state.
- Uses knowledge of the courts, analytical data, and best practices to identify services that could be centralized to create economies of scale and improve public service.
- Makes recommendations to Judicial Branch leadership for improved provision of services, including the identification of needed resources, and implements changes when appropriate.

- Establishes and maintains strong relationships with cross functional teams and acts as a business partner to identify needs and seek a full range of business solutions.
- Develops recommendations to strategically enhance business opportunities.
- Oversees the work of other operational areas, as directed by the State Court Administrator.
- Manages projects across functional areas to ensure that statewide Judicial Branch processes support goals and outcomes set by judicial leadership.
- Engages in high level assessments of Maine Judicial Branch operations to aid in the improvement of overall performance.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other duties as assigned.
- Statewide travel is required.
- Some out-of-state travel may be required.

*The above list is intended to describe the general nature and level of work being performed by employees in this classification. A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.*

### **EDUCATION AND EXPERIENCE REQUIRED TO BE CONSIDERED FOR EMPLOYMENT**

- Juris Doctor or an advanced degree in court administration, public administration, business administration, or a related field.
- Minimum of ten (10) years of leadership experience.
- Minimum of ten (10) years of supervisory experience in court or public administration.
- Substantial experience managing the daily business operations of an organization.
- Prefer candidates who have substantial knowledge of the Maine court system.
- Must have valid Maine Driver's License and be available to travel within the state as requested by the State Court Administrator.

### **SKILLS/EXPERIENCE/TRAINING REQUIRED TO ADEQUATELY PERFORM JOB DUTIES**

- Extensive knowledge of principles and practices of court administration, court procedures, legal terminology, and the organization and responsibilities of the court system.
- Ability to implement business strategies into daily operations to meet objectives.
- Ability to plan and supervise the activities of subordinate state court administration managers and staff in a manner that fosters excellent performance and positive morale.
- Ability to formulate and express ideas on complex subjects clearly and concisely, both orally and in writing, for a wide range of audiences.

- Ability to exercise initiative, imagination, and sound judgment in recommending policies and making decisions.
- Ability to foster and maintain the trust and confidence of colleagues, staff, judges, legislators, and leaders and staff of other agencies.
- Ability to perform a wide variety of duties competently and ethically while under the pressure of deadlines.

**PHYSICAL AND MENTAL DEMANDS REQUIRED** (include but are not limited to:)

Physical and mental ability to perform tasks in an office or courtroom environment requiring frequent and/or sustained periods of standing, sitting, walking; bending; reaching above or below desk level. May require ability to lift or move up to 20 pounds. Hearing ability sufficient to communicate efficiently and effectively with public and court staff. Vision, dexterity, coordination, and cognitive ability sufficient to use telephone, keyboard, computer and other office systems and equipment efficiently. Cognitive, intellectual, and mental ability to concentrate on details and/or perform more than one complex task at a time and to handle diverse pressures related to requests and needs of those using court system services. Cognitive and mental ability to work and communicate effectively with co-workers and all levels of court personnel.

*\* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation, to be determined based on individual assessment*

**Salary Information**

- **Grade 24 Confidential Management; \$109,907.20 - \$141,148.80 Annually** (8% salary increase effective September 1, 2023)

**Full time. Generous fringe benefits. These include: a defined benefit pension plan; paid life insurance; health, dental and vision plans; flexible spending arrangements; paid holidays, vacation and sick leave; employee assistance program; tuition reimbursement; child and elder care reimbursement; gym reimbursement program; and 457(b) deferred compensation plan.**

**This posting will remain open until filled, but to receive full considerations please submit application materials by August 11, 2023. Cover letter, resume, and on-line application required.**

**Please note only on-line applications will be accepted:  
<https://www.courts.maine.gov/about/jobs.html>**

**The Judicial Branch is an EEO/AA employer.**