



Notice of Employment Opportunity

Position number: K0061665

Location of Employment: Kansas Judicial Center, Topeka, Kansas

Position/Salary and Benefits: Deputy Judicial Administrator

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](https://ks.gov/state-employment-center/benefits)

The Kansas judicial branch is in an exciting time of transformation and looking for a deputy judicial administrator to help guide innovations and change management. If you have a passion for meaningful access to justice for all Kansans, this may be the career opportunity you have been looking for.

Job Duties: The Deputy Judicial Administrator assists the Judicial Administrator with the organization, development, implementation, and management of the office of judicial administration. The deputy plays a significant role in developing organizational goals, values, and policies; provides leadership for programs and special projects; and assists with timely implementation of organizational changes, policies, and procedures.

The deputy is an unclassified, confidential employee of the judicial administrator. As authorized by the judicial administrator, the deputy exercises the powers of the judicial administrator in the judicial administrator's absence. The deputy serves on the executive staff of the office of judicial administration and directly leads various teams in the office of judicial administration to include security and network project management.

Examples of work performed:

- Provides leadership, oversight, and support for various initiatives as directed by the judicial administrator.
- Undertakes projects and assignments that may require extensive research, analysis, and report writing. As authorized, represents the judicial administrator at various meetings or on boards and committees, and assumes the duties of and acts on behalf of the judicial administrator when the administrator is absent.
- Supervises managerial staff; provides direction to other office of judicial administration staff.
- Provides consultation, assistance, and direction in resolving the most complex or unusual situations, ensures compliance with relevant policies and procedures.
- Staffs various judicial branch projects and committees.
- Manages administrative matters such as conducting special studies, preparing routine or special reports, developing, and administering training, or providing for staff technical or professional growth.
- Attends or conducts staff and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.
- Administers the office's policy on policies to ensure that policies are consistent, harmonious, and up-

to-date. Interprets and applies policies and procedures. As directed, deals with issues on behalf of the judicial administrator

Required education and experience: Bachelor's degree in judicial, public, or business administration; human resources development; criminal justice; finance; or related field and ten years of professional, administrative, supervisory, or management experience, or any equivalent combination of education and experience which provides the following knowledge, abilities, and skills. Law degree or other advanced degree preferred.

Application deadline: Open until filled

The Americans Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires 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 at ada@kscourts.org. TDD users may call the Kansas Relay Center at 800-766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO / AA EMPLOYER

The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.