

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

**Date: 07/12/2023
Posting No.: 2023146**

Position Title: Deputy Court Administrator/ Court Business Services Position No.: 7003

Department: Court Administrator's Office - Administration

Work Location: 415 East 12th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday, Additional hours as required

Salary: County Paid Position - Exempt Grade 126 - \$112,251.66 Yearly

Salary Range For Internal/Rehire Applicants: - Yearly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO EPICOR ESS (The internal application for promotion/transfer may be obtained on the HR ICON on

Lotus Notes) Employment Specialist: **Jannice Okoye**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 08/31/2023

POSITION PURPOSE AND EXAMPLES OF WORK:

The Deputy Court Administrator of Court Business Services position is a highly responsible general administrative and management role involving the oversight and coordination of the budget, accounting, human resources, purchasing and facilities processes in the court administration of a large metropolitan court system.

- As a Deputy Court Administrator, the position has responsibilities in providing administrative direction to court business services supported by department directors as to non-judicial support functions and activities.
- The work is performed under the direction of the Court Administrator and is reviewed on the basis of operational outcomes, written reports, achievement of organizational goals and objectives, compliance with accepted business practices and adherence to mandates.

EXAMPLES OF WORK:

- Responsible for the overall day-to-day administration and management of the court business processes and assigned departments to including activities related to personnel management.
- Ensure cohesive and integrated operations and services to the court.

- Policy development and internal controls as needed.
- Fiscal oversight, strategic planning, budget development, monitoring and execution.
- Grant management.
- Responding to and resolving public complaints and inquiries
- Representing the court in meetings with the public and stakeholders as assigned and performing related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

(Education above the minimum stated may be substituted for up to two (2) years of the required experience; professional experience at the management and administrative level may be substituted on a year for year basis for the required education.)

EDUCATION: Master's degree in business/public administration or a related field or juris doctorate and ten years of upper-level management experience in a large public sector organization with court-related experience preferred.

EXPERIENCE:

- Demonstrated leadership in long-range planning, management and leadership training and high level administration.
- Thorough knowledge of accepted budgeting, accounting and financial practices and the ability to make sound decisions in accordance with laws, regulations and court policy and procedures.
- Extensive knowledge of supervisory and management techniques. Ability to develop staff and manage multiple teams in a manner conducive to full productivity and employee engagement while maintaining productive working relationships with other departments and divisions within the court system.

SPECIAL REQUIREMENTS:

- Must submit to and pass criminal background check as prescribed by the Courts.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER