

MULTI-COUNTY COURT ADMINISTRATOR III
State of Minnesota-Ninth Judicial District
Itasca & Koochiching Counties

The court administrator is responsible for providing supervision, administration, and management for the combined work unit of the district courts of Itasca and Koochiching counties. The court administrator serves as the administrative head of the court system in the two counties and is responsible for organizing, directing, and coordinating, through supervisors, the activities of subordinates engaged in the direct processing of cases as well as related staff support. Work includes the overall management of the civil, criminal, traffic, family, probate, mental health, juvenile, and conciliation caseload functions. Work is performed with independence under the direction of the bench and the supervision of the Judicial District Administrator. Itasca and Koochiching Counties, with four chambered judges and 21 court administration employees, are part of Minnesota's Ninth Judicial District. The successful candidate may office in either Grand Rapids, MN or International Falls, MN.

Graduation from an accredited four year college or university with a bachelor's degree in business, public administration, court administration, or closely related field combined with considerable court supervisory, management, and administrative experience is preferred. Salary Range: \$84,418 - \$130,751 with full State of Minnesota benefit package.

To apply, please visit www.mncourts.gov and click the Careers link to search for this position and application instruction. The Deadline is 12:00 P.M. Central Time on Monday, April 29, 2024. Email ruth.bender@courts.state.mn.us with questions or for a complete job description.

Successful candidate will be required to pass a criminal background check prior to appointment.
Equal Opportunity Employer