

JOB ANNOUNCEMENT

Court Services Division Director

Annual Salary Minimum: \$62,925.00

Annual Salary Maximum: \$110,011.91 (*Statewide Salary Plan*)

Job Code: 61717

Recruitment Period: Thru September 17, 2010 or until position is filled

Job Description, Responsibilities, Standards and Qualifications:

Directs the Court Services Division of the Administrative Office of the Courts which oversees: Program Development and Grants Management; Accountability Courts; Planning, Data Analysis and Research; Children, Family and Domestic Violence Issues; Judicial Liaison; and Certification and Licensing.

- Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges employees
- Manages human resources and directs administrative activities
- Conducts or participates in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines
- Coordinates interaction between department, agency, and facility operating units, other programs and/or external customers as appropriate
- Ensures efficiency, effectiveness and accuracy of all functions through the use of computer systems, management controls, and sound organizational structure
- Oversees the development and on-going management of one or more programs or projects consistent with agency goals and objectives
- Participates in the planning, coordination, development and implementation of long-range goals and objectives
- Plans and administers the budget for the Division

Technical Competencies:

- Ability to implement appropriate courses of actions to ensure compliance
 - Skill in developing and managing the budget process
 - Ability to analyze the operational impact of legislative and executive initiatives
 - Ability to organize and manage program areas
 - Ability to set goals with defined milestones to measure progress
 - Ability to counsel subordinates when necessary
 - Ability to plan, monitor and evaluate the performance of direct reports
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Minimum Training & Experience:

- Completion of a Bachelor's degree in a related field and four years experience managing professional level staff, OR Eight years of experience, four years of which managing at the level equivalent to area of assignment, OR Four years of experience at the lower level or position.

Preferred Qualifications:

- A minimum of 10 years experience working for a court or judicial agency
- Advance degree or certification in Court Administration

Exam/Evaluation

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, military records, state licensing/certification records, driving records, and vehicle registration.

Please submit resume to: resume@gaaoc.us Subject line **MUST** include: **Court Services Division Director**

The Administrative Office of the Courts is an Equal Opportunity Employer