



**MINNESOTA JUDICIAL SYSTEM  
TENTH JUDICIAL DISTRICT**

*Welcomes your interest in the position of*

**Anoka County Court Administrator**

The Court Administrator serves as the administrative head of the District Court in Anoka County. The Court Administrator is responsible for the overall management of trial court programs, services and personnel to support a general jurisdiction trial court in a county with a population over 336,000 people and annual case filings approaching 66,000. The Administrator is responsible for court budget and financial management, records management and information technology, space and facilities, personnel and training, jury management, caseload management, leadership and court community participation. The Court Administrator is responsible for organizing, directing and coordinating, through managers and supervisors, the activities of subordinates engaged in the direct processing of cases, as well as related staff support. Anoka District Court has 17 resident judges, 34 judicial support staff, and approximately 80 court administration staff. The Court Administrator is responsible for a \$5.5 million operating budget and processing upwards of \$10 million of fine and fee revenue and other collections. The Court Administrator has significant and active relationships with many county departments and state court offices.

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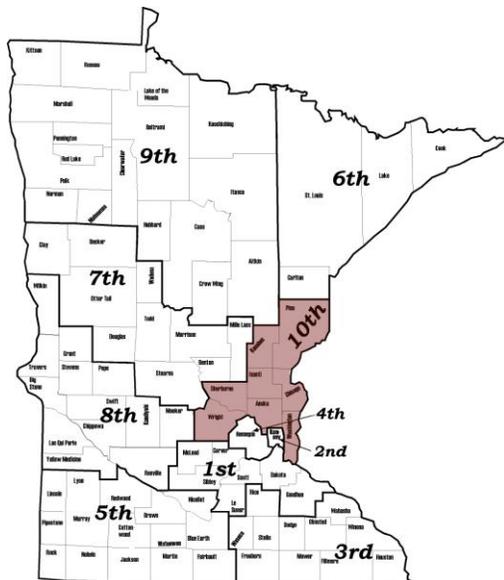
**About the Court:**

The Anoka District Court is a general jurisdiction court; Minnesota has a single level trial court. Anoka County is part of the Tenth Judicial District, which is one of the fastest growing judicial districts in the state. In addition to Anoka, the Tenth Judicial District also includes the counties of Chisago, Isanti, Kanabec, Pine, Sherburne, Washington and Wright. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts. The eight Court Administrators of the district work collaboratively with the Chief Judge, local judges and the Judicial District Administrator and his staff.

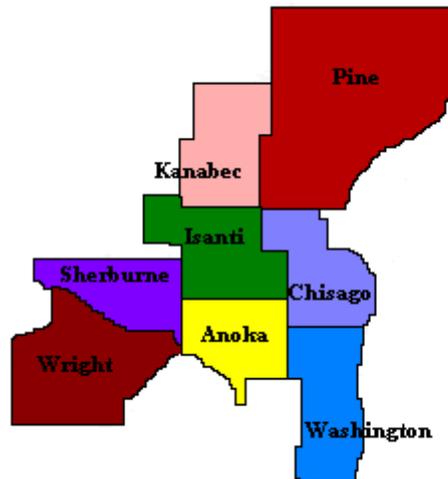
Anoka County has 17 judges, each of whom has a court reporter and law clerk. The court administration team consists of a court administrator, a deputy court administrator, four managers, nine supervisors, and approximately 80 staff. In 2013, Anoka County had 65,755 case filings, with a case mix representative of its urban, suburban, and rural communities.



**ANOKA COUNTY COURTHOUSE**



**MINNESOTA'S JUDICIAL DISTRICTS**



**10<sup>th</sup> JUDICIAL DISTRICT**

**About the County:**

Anoka County has a population of 336,414, and is the fourth-most populous county and one of the fastest growing counties in Minnesota. It is part of the Twin Cities Metropolitan area, and much of Anoka County is within a 20 mile radius of downtown Minneapolis and St. Paul. From south to north, the County includes urban, suburban and rural areas. The County has experienced an increase in diversity with many cultures and languages.

The Anoka County Courthouse is located in the City of Anoka on the banks of the Mississippi and Rum Rivers. Here you'll find a unique blend of urban amenities in a friendly, small town atmosphere. With award-winning public and private schools, two major hospitals, world class recreational facilities including public and private golf courses, and two post-secondary educational institutions, it's easy to see why so many people are choosing to live and work in Anoka County.

## **About the Position:**

The Court Administrator position in Minnesota is a Constitutional office and considered an appointed public official who serves as the administrative head of the court system in the county. The appointed person serves without tenure at the pleasure of the majority of the judges of the 10th Judicial District. The Court Administrator's work is performed with independence and works closely with the local chair of chambered judges and the Judicial District Administrator.

Typical duties of the Court Administrator include, but are not limited to:

### **Leadership and Strategic Planning**

Assists the Judiciary and the Judicial District Administrator in the formulation and implementation of judicial branch policy and strategic planning.

- Formulates and implements policy with respect to the operation of court administration at the county level.
- Develops or modifies procedures to ensure compliance with judicial policies, supervises policy implementation, evaluates functions and makes recommendations for policy changes.
- Evaluates the quality of court administration functions and processes and directs change as appropriate.
- Works as a member of the Tenth District Administration Group on a variety of policies, operational issues, and strategic planning.
- Plans, reengineers processes, and implements solutions and new methods of providing judicial branch services on the county level.
- Serves on a variety of court committees and boards, both locally and statewide to improve the judicial system.

### **Budget and Financial**

Administers the \$5.5 million annual court budget and county financial operations.

- Identifies local needs and develops the biennial court budget to reflect the needs of the trial court and court administration, and guides the budget through the District approval process.
- Manages the financial aspects of local court operations including accounting, purchasing, contract administration, payroll, and grant management. Maintains financial records and prepares financial and administrative reports.
- Responsible for all financial aspects of county-level court revenues including the collection and disbursement of over \$10 million in fines, fees, surcharges and assessments. Manages collection, receipt and accounting, and maintains safe custody of funds and valuables, invests or distributes funds, and ensures financial control functions.
- Manages development of county funded budget for justice system related expenses that remain the responsibility of county government. Coordinates purchase of service contracts with county officials and oversees expenditures and payments.

- Allocates resources to fulfill the operational needs of the local judicial system including Court Administration Office, support of judges and their staff, Examiner of Titles and contracts for court appointed counsel, mental health and other mandated services.

## **Personnel**

Responsible for county court personnel management including:

- Designs an organizational structure and allocates staff to fulfill the operational needs of the court.
- Assigns and directs the work of all non-judicial employees of Court Administration through one deputy court administrator, four managers, nine supervisors, 80 staff, interns and various volunteers.
- Directs court personnel management including recruitment, hiring, training, performance evaluation, discipline, and discharge. Administers the personnel rules of the State of Minnesota (state-benefited employees) and of Anoka County (county-benefited employees).
- Administers judicial personnel regulations and the provisions of collective bargaining contracts.

## **Facilities, Space Planning and Security**

Oversees facility management and space planning.

- Generally responsible for all facility related matters, plans and organizes space management, and plans court facilities, maintenance of buildings, and security of facilities. Meets with officials to plan and monitor procedures, office layout and design. Addresses ergonomic deficiencies and modifications needed to accommodate new technologies and equipment.
- Responsible for the local court's physical environment including securing suitable facilities, planning construction and improvements, negotiations with the County regarding maintenance and renovation, expansion, procuring necessary furniture, fixtures and equipment.
- Actively participates in planning of judicial facilities with County Property Management, retained architects and space planners.
- Analyzes and prepares court security plans and coordinates with local law enforcement on courthouse security issues.
- Analyzes and prepares contingency plans for local court in case of emergencies and/or natural disasters.

## **Case Management**

Responsible for creating, implementing and continual revision of innovative and effective case management systems to ensure that the court's caseload is handled as expeditiously, efficiently and effectively as possible.

- Coordinates, organizes and supervises caseflow management (through subordinate supervisors as necessary) of the various case processing activities of this general jurisdiction trial court. Case types handled by the District Court include civil, criminal, traffic, family, probate, mental health, juvenile, and conciliation (small claims).

- Oversees and directs management studies and analysis of systems to identify problems pertaining to court process including the coordination of the interests of many diverse agencies and independent officials, Judicial District, State, County Board and Administration, County Attorney, Public Defenders, Corrections, Sheriff and Correctional facilities, Municipal Prosecutors, Anoka County Bar Association.
- Participates in the development and monitoring of performance measures and conducts continuing research and evaluation of court programs and operations to increase the efficiency and effectiveness of caseflow management.

### **Records and Technology**

Oversees recordkeeping and records management of physical and digital records to insure they are maintained, secured, and accessible.

- Manages implementation of eCourtMN which encompasses the transition from paper documents and case files to electronic filing applications and digital records.
- Serves as the custodian of local records for the purpose of supervising document and access classification.
- Oversees the initiation, maintenance and data quality of case records in the trial court information system, and the use of system generated forms and reports.
- Works with county government to secure safe keeping of court records within county facilities. Implements retention/destruction programs and compliance.
- Evaluates opportunities for technologies that expand the capacity of the court system and coordinates technology initiatives with the Judicial District Administrator

### **Jury Management**

Administers the jury system in the most efficient and cost effective way while complying with legal requirements and securing the comfort and safety of the jurors.

- Develops, implements and revises the Jury Administration Plan for Anoka County.
- Participates in the continuing development and evaluation of technology systems/upgrades to enhance the overall jury management system.

### **General**

- Attends all County judge meetings to actively participate in discussions and decision making. Responsible for coordination of judges meetings, agendas and minutes.
- Participates in community judicial branch outreach by coordinating visits and contact with legislators and other elected officials, speaks to school and civic groups about the courts and judicial branch activities, collaborates with legal service providers to assist pro se customers of the court.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.
- Evaluates public service needs through periodic customer service evaluations, committees and bar association involvement and translates information into programs.
- Works with the bar association to advise about policy matters and assure compliance. Advises judges and lawyers regarding the administrative procedures of the court. Interprets law, Rules of Court and judicial policy as needed.

- Responds to requests for information regarding judges, as well as district, state and county officials.
- Sits on a variety of State, District and County committees to promote coordination and exchange of information in the role of liaison, staff, facilitator, convener or participant depending upon the Committee.

### **Examples of Knowledge, Skills, and Abilities**

- Considerable knowledge of the organization, operations, functions, and scope of authority of the unified district court.
- Considerable knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the various divisions and functions of the unified district court.
- Considerable knowledge of modern court administration practice and procedures.
- Able to operate at an executive level with judges, court leaders, state and county agency management, and elected officials.
- Able to establish and maintain effective working relationships with others.
- Able to plan, assign, coordinate, supervise, and manage the work of subordinate employees engaged in a variety of court clerical activities.
- Able to perform personnel management functions.
- Able to act as a liaison to other governmental agencies to promote collaboration and management of change in an atmosphere of limited financial resources, while maintaining the integrity of the court as a separate but equal branch of government.
- Able to translate the court mission and core functions into strategic plans and direct strategic initiatives into action.
- Able to formulate, interpret and implement organization wide policies and procedures.
- Able to interpret and make work-related decisions in accordance with statutory mandates, rules of court, court procedures and policies, legal documents and judicial system policies as they relate to administrative matters.
- Able to professionally communicate in writing and speech and relate to individuals both within and outside the court system through appropriate communication styles.
- Able to represent the court in non-judicial matters with others such as the news media, committees, planning groups, bar association, and the general public.

**Qualifications:**

Any combination of training and work experience which indicates possession of the knowledge, abilities and skills to succeed in carrying out the responsibilities listed above. An example of an acceptable qualification for this position is:

Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, court administration or related field required; prefer master's degree in judicial administration or related field and extensive court supervisory, management and administrative experience and/or certification as a Fellow of the Institute for Court Management, National Center for State Courts or certificate of completion of the ICM Court Management Program.

The candidate must have no less than five years of increasingly responsible administrative management experience.

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**Compensation & Benefits:**

The salary range for this position is \$41.58 - \$50.53 hourly (\$86,819 - \$105,507 annually) depending upon experience. As a state employee, the position enjoys an excellent benefits package that includes:

- Health and dental insurance
  - Retirement plan
  - Deferred Compensation
  - Health Care Savings Plan
  - Disability and Long Term Care Insurance
  - Life Insurance Policy
  - Vacation, Sick, and Holiday leave
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**To Apply:**

Interested candidates should apply online at [www.mncourts.gov/careers](http://www.mncourts.gov/careers). Please attach a cover letter and resume to your online application.

**The application deadline is Tuesday, May 27, 2014 at 11:59pm.**

First interviews will take place on or about the week of June 2, 2014.

*Successful candidate will be required to pass a criminal background check.*

**Equal Opportunity Employer**