



## Director of State Courts Wisconsin Court System

The Wisconsin Supreme Court is seeking candidates for Director of State Courts. The Director of State Courts is the chief non-judicial officer of the court system and serves at the pleasure of the Supreme Court. The director has authority and responsibility for the overall management of the unified judicial system, including non-judicial personnel, budgeting, public information, judicial education, fiscal affairs, planning and research for the court system, and serves as an advisor to the Supreme Court.

This is an outstanding executive opportunity with the ability to provide vision and leadership to the administrative offices of the Wisconsin Court System. More information about the Wisconsin Court System may be found at our web site, <http://www.wicourts.gov/>.

**LOCATION:** Madison, WI

**SALARY:** \$174,366 annually. This position is eligible for the state of Wisconsin's comprehensive benefits package including health and life insurance, a defined benefit retirement plan, and comprehensive leave allowances.

### **RESPONSIBILITIES:**

The Director of State Courts is the chief non-judicial officer of the Wisconsin Court System. The Director has responsibility for the overall management of Wisconsin's unified judicial system.

The Director of State Courts is responsible for the oversight and the day-to-day management of the Wisconsin Court System. The individual in this position will be responsible for:

- The development of the budget for the court system;
- Management of the court system's legislative liaison and public information functions;
- Statewide case management;
- General program supervision of Wisconsin's judicial education;
- Implementation of court policy;
- Recruitment and personnel management of staff including hiring, separation, and salary establishment;
- Implementation and maintenance of statewide information technology systems;
- Program planning, research and evaluation; and
- Collection, compilation, and utilization of judicial statistics.

The Director of State Courts serves as an advisor to the Supreme Court, particularly on matters relating to improvements within the system and exercises control over space allocation and equipment. The Director also advises the Supreme Court's Planning and Policy Advisory Committee, works closely and cooperatively with the Justices, Judges of the Court of Appeals and the Chief Judges of the Circuit Courts and Circuit Court Judges and staffs numerous court committees.

The Director oversees an executive team consisting of two deputy directors of state courts, a chief information officer, seven department managers, and the staff within the Director of State Courts Office which includes the Chief Legal Counsel, the Supreme Court Marshal, an Executive Staff Assistant, and a Program Associate. The Director of State Courts Office oversees approximately 200 nonjudicial employees, district court administrators, professionals, technical and support staff and holds responsibility for developing, implementing and administering resources and policies for the 16 judges of the Court of Appeals and the 261 Circuit Court judges.

**QUALIFICATIONS AND COMPETENCIES:**

This position interacts daily with judicial officers, public officials, and court related executives at the state, county and national level. A successful candidate for this job will be a dynamic leader who is able to build and maintain strong relationships, demonstrate alignment with the Wisconsin Court System’s core values of integrity, compassion, fairness and consistency and act with impartiality and independence.

The successful applicant should have extensive knowledge and experience with executive leadership; advanced knowledge of court administration, and judicial education; the ability to advocate for the court system; the ability to manage and oversee the work of a diverse staff; and the ability to maintain effective working relationships with administrative officials, judges, public officials and other stakeholders.

A demonstrated successful record of increasingly responsible experience in judicial administration, public administration, inter-branch relations, public budgeting or governmental policy development and implementation is required. A Master’s degree in business or public administration or a Juris Doctorate is preferred. Additional related experience in senior or executive public administration positions may be substituted for the educational requirements.

The successful applicant should have an extensive knowledge about management functions with proven financial and operational acumen and achievement in the administration and development of policies and procedures in a local or state judicial system comparable to the Wisconsin Court System. The successful applicant should possess a thorough knowledge about the general rules and regulations of a judicial system. The successful applicant should possess an extensive knowledge about the operation of local and state court systems and about the principles and practices of modern court management. Superb interpersonal and communication skills, the ability to move seamlessly among diverse audiences and proven skills in transforming visionary ideas into effective practice are essential.

**TO APPLY:**

Please submit a cover letter and resume in a **single .pdf document** indicating the position **Director of State Courts 23-2359** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

**DEADLINE:**

In order to be assured consideration, applications must be received by 11:59 PM on November 19, 2023. Applications will continue to be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**