

An Invitation to Apply

Alaska Court System Area Court Administrator 3 Salary Range 25 (\$128,797.50 minimum annually) Anchorage, Alaska

The Position

The Alaska Court System is accepting applications for the Area Court Administrator (ACA) of the Third Judicial District, a position based in Anchorage, Alaska. Working closely with the Presiding Judge of the district and the Administrative Office of the Courts, the ACA plans, implements, directs, and monitors all non-judicial operations for the trial courts within the Third Judicial District. The ACA is a member of the court system's statewide management team and works closely with the Chief Justice, the Administrative Director, four Presiding Judges, and three other Area Court Administrators to develop and implement statewide policies and initiatives. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees. The ACA is in the partially-exempt service and serves "at-will" to the appointing authorities.

The Organization

Alaska has a unified, centrally-funded court system for the operation of the appellate and trial courts. The state's trial courts are organized into four judicial districts. Administration of each district is the responsibility of a presiding judge supported by an ACA. The presiding judge is appointed by the chief justice. All court operations are state-funded, including court facilities. The Alaska Court System has approximately 110 judicial officers (justices, judges, magistrate judges, and deputy magistrates) and 640 court personnel. Judges

are appointed through a merit-based system and then stand for retention.

The Third Judicial District encompasses Southcentral Alaska. It extends from Cook Inlet to the Aleutian Chain in the west and the Gulf of Alaska to the east.

The Third Judicial District is served by 65 judicial officers (28 superior court judges, 14 district court judges, 21 magistrate judges, 2 deputy magistrates), and approximately 290 court personnel.



The Location

The administrative offices of the Third Judicial District are located in Anchorage, Alaska. Anchorage is Alaska's largest city with a population of approximately 285,000 and 113,000 in the nearby Matanuska-Susitna Borough. Anchorage is home to the University of Alaska, two major hospitals, and two military

bases collectively known as JBER (Fort Richardson and Elmendorf Air Force Base).

Anchorage offers an abundance of outdoor activities throughout the year from hiking, fishing, and boating to skiing, snow machining and aurora hunting.

Duties and Responsibilities

Job duties include, but are not limited to, the following tasks. Assigned duties may be changed to accommodate workload, budget, and organizational needs.

- Coordinate and manage trial court operations within the Third Judicial District and perform duties required by the presiding judge by statute, court rule, supreme court order, or administrative directive.
- Supervise the district's clerks of court and Rural Court Administrators, who oversee training of rural clerks of court and other court staff.
- Plan, develop, and implement long and short-term policies, goals, objectives, and priorities for the district's trial courts.
- Develop policies related to court coverage and the establishment of district goals and objectives and strategic planning.
- Coordinate with the administrative office regarding facility use, human resources, financial resources, technology, and security matters.
- Prepare, submit, and manage the district's operating budget. Make recommendations to the Presiding Judge on staffing levels, office space, and equipment, in coordination with the administrative office. Monitor the budget and assure that expenditures are in accordance with the budget plan.
- Monitor, analyze, and evaluate the district's case flow management and the assignment and calendaring of cases; identify problems and recommend procedural or administrative improvements to court processes.
- Serve as a liaison for the trial court with various public and private organizations, individuals, the media, and other government agencies; develop ongoing professional relationships with key community members (law enforcement, city managers, mayors, tribal organizations); survey community members about services provided by the court system.
- Ensure efficient and effective management of personnel resources including recruitment, training, evaluation, counseling, discipline and termination of employees.
- Investigate personnel complaints regarding non-judicial employees; prepare written reports and make decisions in consultation with Human Resources.
- Establish district and individual training plans for Clerks of Court; monitor the development and completion of training plans; prepare instructional materials for court staff in conjunction with administrative training staff.
- Coordinate with the Director of Security and Emergency Management to conduct court facility security assessments, develop security related requests, ensure emergency preparedness plans are in place and practiced at of the district's court sites, and work closely with local law enforcement agencies on court security matters.
- In coordination with the Director of Security, function as contract administrator at courts with security screening contractors.
- Review new and revised statewide court procedures for applicability to court clerical, administrative, and accounting functions; disseminate new procedures and prepare memos for implementation.
- During visits to local courts, independently review court functions and procedures for compliance with court system rules, policies, and procedures.

Distinguishing Characteristics

The ideal candidate must be a leader with:

- An established track record of high performance in a complex organization;
- The ability to work collaboratively and diplomatically with others;
- The ability to create a positive work environment;
- The ability to analyze data and make data informed decisions and recommendations;
- The ability to filter requests from subordinates and judicial officers and exercise independent judgment according to rules, administrative bulletins, statutes, and policies to determine whether request should be

granted, denied, or elevated to the appropriate decision-maker;

- The ability to motivate staff and create a compelling vision for the future of court operations and the delivery of court services;
- The ability to clearly communicate court policies and their underlying rationale to staff and judges, including delivering constructive criticism;
- The ability to examine administrative and business practices and make recommendations for improvement;
- The ability to plan strategically and implement changes;
- The ability to represent the court system effectively with others, such as law enforcement, news media, committees, planning groups, and the general public; and
- The ability to treat everyone in the courthouse with dignity and respect.

Working Conditions

This is a full-time position with a regular schedule of 8:00 AM to 4:30 PM, Monday through Friday. The position is not eligible for overtime compensation. Occasional evening and weekend work is required. The incumbent must be available outside of court business hours for emergencies and unexpected interruptions to court operations. The duties require frequent in-person, telephone, and videoconference contact with people from diverse backgrounds and different levels of experience and knowledge. Frequent workday and overnight travel is required. This includes travel by automobile, commercial jet, and small plane.

Accommodations in more rural communities are limited; weather delays are common. Travel in rural Alaska requires flexibility and a sense of adventure.

Minimum Qualifications

A bachelor's degree from an accredited college;

AND

Four years of progressively responsible supervisory and managerial experience.

Note: Four years of additional managerial and

supervisory experience in court administration will substitute for the required bachelor's degree.

Desirable Qualifications

- Court or public sector management experience
- A certificate from the National Center for State Court's Court Management Program
- A Fellow's certificate from the National Center for State Court's Institute for Court Management Program
- A Juris Doctor or other advanced degree



Compensation and Benefits

The minimum salary for this position is **\$128,797.50** per year based on the court's current budget. The court's practice is to begin employees at the first step on the salary schedule. However, a higher starting salary may be considered depending upon the applicant's current salary, education, and experience. The court's salary schedule provides annual increases between step A (\$128,797.50 annually) and step F (\$152,607.00 annually). After step F, employees are currently eligible for a step increase at two-year intervals.

We provide a variety of benefits for employees, which are a significant part of the total compensation package. The following are typical benefits available to our employees:

- Membership in the Public Employees Retirement System (PERS);
- Medical and dental coverage for employee and eligible dependents;
- Vision plan (optional);

- 12 paid holidays per year;
- Personal leave accrual based on years of creditable state service, starting at 3 weeks;
- Retirement programs with a wide variety of investment options;
- Alaska Supplemental Annuity Plan (SBS) in lieu of contributions to Social Security;
- Alaska Deferred Compensation Plan (optional).

A moving and relocation allowance is available.

Court Expectations

Because of the Alaska Court System’s role in providing justice and upholding the rule of law, employees are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect upon the court system.

Criminal History Check

The selection process includes a criminal history check. Any convictions will be reviewed on a case-by-case basis and may be a bar to employment if the circumstances of the crime are directly related to the duties and responsibilities of the position.

How to Apply

Qualified applicants should submit:

- A comprehensive resume;
- A letter of interest explaining your relevant education and experience, how you personify the characteristics of an ideal candidate, and the manner in which you meet or exceed the minimum qualifications; and
- A list of three professional references with current contact information.

Application materials must be received by 5:00 p.m. on Thursday, October 24, 2024 and should be submitted (in one attachment) to:

recruitment@akcourts.gov

Additional Information

For more information regarding the Alaska Court System and communities in the Third Judicial District, please visit:

<http://courts.alaska.gov/>
<http://alaska.gov/visitorHome.html>

