

Arizona Supreme Court  
Administrative Office of the Courts

# DEPUTY ADMINISTRATIVE DIRECTOR



The Administrative Office of the Courts is actively accepting applications for the **Deputy Administrative Director** position.

Anticipated starting salary range is: **\$180k-\$200k, DOE.**  
Relocation reimbursement up to \$7,500.

*Are you interested in joining a dynamic, innovative executive team that serves a critical role for the Arizona Judicial Branch? Would you like to be part of a forward-thinking court leadership team focused on access to justice, major court system improvements and evidence-based probation supervision? Then this is the job for you:*

## POSITION SUMMARY

This senior executive-level position of the Administrative Office of the Courts (AOC) reports to the Administrative Director. The Administrative Director and Deputy Administrative Director are responsible for supporting the Chief Justice and the Supreme Court in the overall administrative supervision of the Arizona Judiciary, directing and managing the day-to-day operations of the Administrative Office of the Courts, working on the Court's new strategic agenda, "... and Justice for All" (2024 – 2029). It oversees statewide court technology projects, budget planning, and staffing of eight operating divisions employing more than 450 staff, as well as providing supervision over all courts and probation departments in Arizona.

## MAJOR RESPONSIBILITIES

Manages day-to-day operations of the Administrative Office of the Courts through its division directors and officers.

Coordinates development and final production of the Judicial Branch Strategic Agenda.

Assists the Director, Chief Justice, and Vice Chief Justice with carrying out the administrative duties of their offices and policies of the Arizona Judicial Council and the Supreme Court.

Provides day-to-day direction to legal, human resources and procurement departments.

In coordination with the Administrative Director and budget office of the AOC, develops the fiscal-year state budget request and court funding strategies, including acquisition of grant funds.

In coordination with the Administrative Director and the Arizona Judicial Council, develops the judiciary's legislative priorities.

In coordination with the Administrative Director, develops and oversees communication strategies with the Court's Public Information Officer and staff.

Performs and supervises other activities and projects assigned by the Administrative Director.

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# MINIMUM & PREFERRED REQUIREMENTS

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Bachelor's degree in Public Administration or a related field is required. Master's degree, law degree, or completion of ICM Fellows Program preferred.

Minimum ten years of progressively responsible experience in court administration or executive-level office administration in government.

Broad experience in court administration and knowledge of judicial administration and performance standards, including current trends, court and probation-related research, and best practice models.

Outstanding organizational skills and ability to manage multiple, complex tasks simultaneously.

Broad-scoped experience in large-scale budget planning, including management of multiple funding sources and grant acquisition.

Must be able to organize staff assignments and be effective in project management and work planning, resource allocations, and scheduling.

Excellent communication skills, including verbal, writing and editing.



Review and understand complex financial and budget reports.

Ability to work and communicate effectively with high-level court, legislative and executive branch officials, national court improvement organizations, and justice system stakeholders.

*“Justice for all.  
It’s why we’re all here.”*

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## BENEFITS

The Arizona Supreme Court, Administrative Office of the Courts offers a comprehensive benefits package to include:

- Accrued vacation pay and sick leave
- 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance
- Up to \$7,500 reimbursable for the selected candidate who does not currently reside in Arizona.

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## SELECTION PROCESS

Applicants must be currently authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

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## HOW TO APPLY

Interested individuals can apply [here](#).

# WHY THE AZ SUPREME COURT?

The Arizona judicial system is nationally known for its traditions of excellence in judicial administration, education, and innovation. Our culture is defined by continuous improvement, our code of conduct, and our commitment to keeping the Arizona judiciary at the forefront for innovation, efficiency, and public trust. We have a passion for serving the judiciary and positively impacting our communities through our work.

Supporting the Arizona state court system is a meaningful way to turn your values into action. Join our diverse team who license attorneys, provide project and program oversight, conduct educational programs and computer training, develop and support court automation, and more. Our work is innovative, forward-thinking, and rewarding, and we are looking for colleagues who want to embrace a career that benefits the greater good. Come join us!



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## MISSION

The mission of the Arizona Judicial Branch is to provide Arizona citizens with an independent, accessible, and integrated judicial system that maintains a high degree of public trust and confidence; serves as an asset by dispensing justice, resolving human disputes, and conducting its administrative functions in a fair, equitable, and just manner; operating efficiently and expeditiously.

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