



# District Court Administrator – District 9

## Office of Court Operations

### Wisconsin Court System

The Wisconsin Court System is seeking applicants for the role of District Court Administrator (DCA) in Judicial District 9 (serving Florence, Forest, Langlade, Lincoln, Marathon, Menominee, Oneida, Portage, Price, Shawano, Taylor, Vilas and Wood counties). The DCA works within a judicial district under the direction of the Chief Judge and the Deputy Director for Court Operations. A DCA analyzes, recommends and implements court management policies and procedures. These policies are intended to secure the fair and prompt administration of justice in the trial courts within the DCA's judicial administrative district. The DCA assists the respective Chief Judge in carrying out his/her responsibilities under Supreme Court Rule Chapter 70 and Wisconsin Statutes.

**LOCATION:** Judicial District 9, district office is located in Wausau, Wisconsin. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. The position is headquartered in Wisconsin and selected candidates may be expected to report to office locations in Wisconsin on short notice. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

**SALARY:** Hiring Salary Range is \$110,734 to \$121,831 annually with a State of Wisconsin benefits package.

#### RESPONSIBILITIES:

1) Develops and maintains a comprehensive and effective administrative structure for the assigned judicial district including caseload assignments, training and orientation, and guidance and oversight. 2) Develops and implements policies regarding court reporting services including scheduling and reporting requirements, ensuring the accuracy of the court records, and managing court facility remodeling, new construction and security needs within the district. 3) Assists in development and implementation of statewide initiatives and new programs including data analysis, participation in statewide committees or ad-hoc committees and special projects. 4) Provides for communication and acts as a liaison between Supreme Court, the Director of State Courts Office, Chief Judge, and counties. 5) Supervision of district administrative staff and court reporters.

#### QUALIFICATIONS:

1) Degree in court administration, public administration, business administration or related field. 2) Graduate degree in court administration, public administration, business administration or related field is preferred. 3) Experience in executive management of trial court operations, programs and services is preferred. 4) Certificate from the Institute for Court Management (the CCM, CCE or ICM Fellow) is preferred.

#### SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) Must meet the minimum standards for driving a state vehicle. 3) Must be able to travel throughout the State of Wisconsin with occasional overnights.

#### TO APPLY:

Please submit a cover letter, resume, and writing sample that you feel highlights the applicants written communications in a **single .pdf document** indicating the position #24--2418 District Court Administrator, District 9 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:

The initial deadline to apply is May 31, 2024 but applications will 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).

*Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.*

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