



## DIRECTOR OF THE KENTUCKY ADMINISTRATIVE OFFICE OF THE COURTS KENTUCKY JUDICIAL BRANCH

One of the most innovative unified court systems in the country is seeking a director to oversee its daily operations. This is an excellent opportunity to work with Kentucky's new chief justice, John D. Minton, Jr., in guiding the Administrative Office of the Courts through an exciting transition. The role is ideally suited to a leader experienced in change management who can take an already successful agency to a new level.

The AOC supports the activities of 3,800 court system employees, including the elected justices, judges and circuit court clerks, and executes the Judicial Branch's \$300 million annual budget. The agency develops and implements administrative policies and provides support services for the Kentucky Court of Justice, which has earned a national reputation for many of its initiatives, including Family Court, Drug Court, judicial facilities, judicial education, pretrial services and diversity awareness. Our statewide court case management system has put Kentucky on the cutting edge of court technology.

The director of the AOC operates under the direction of the Supreme Court of Kentucky and oversees 10 departments, which are Court Services, Drug Court, Facilities, Family and Juvenile Services, Financial Services, General Counsel, Human Resources, Pretrial Services, Public Information and Technology Services.

The state capital of Frankfort is located in the heart of the beautiful Kentucky Bluegrass and is easily accessible from Lexington, Louisville and Cincinnati. We invite you to consider this challenging opportunity and apply today.

**Duties and Challenges.** The director of the AOC will:

- Ensure that the AOC and the Kentucky Court of Justice have a clear mission/vision and shared values.
- Collaborate with the Supreme Court to develop a strategic plan for the judiciary.
- Ensure that court operations and judicial administrative needs are identified, evaluated and incorporated into appropriate short- and long-range plans.
- Establish priorities and secure resources to accomplish those priorities.
- Identify and address financial and operational problems related to legislative action and promote legislative improvements.
- Recommend measures to respond to, modify and meet Executive or Legislative Branch requests for budget reductions as a result of reduced tax revenues.
- Build, review and approve proposed budgets submitted by the judiciary.
- Identify operations that can benefit from information technology and ensure implementation of technological improvements.
- Move the judiciary to electronic filing by participating in the design and implementation of a new, statewide case management system that will automate workflow and create electronic case files.
- Evaluate and propose improvements to the current statewide structure of district, circuit and appellate courts and lead staff at all levels of implementation.

**Qualifications.** Juris doctor or master's degree in court, public administration or business administration. Five years of senior-executive or equivalent experience in court, organizational or business management with expertise in strategic planning, implementing agency-wide technology and managing complex budgets.

### Job Summary

Location: 100 Millcreek Park,  
Frankfort, Ky.

Industry: Government Agency

Education: Juris doctor or  
master's degree

Experience: Five years of  
senior-executive or equivalent  
experience in court,  
organizational or business  
management

Compensation: \$123,384  
annually

### State Benefits

- An exciting, professional  
work environment
- Generous vacation and  
sick time
- 12 state-paid holidays
- State-paid life insurance  
(\$20,000 value)
- State-paid health insurance  
or state contribution  
toward health plan
- Optional flexible spending  
accounts for medical  
and day-care expenses
- State retirement plan
- Retirement investment  
opportunities
- Paycheck direct deposit
- Optional payroll deduction  
for insurance premiums
- Automatic membership  
eligibility to two credit  
unions

### Deadline to Apply

Send cover letter and resume  
to the contact below by  
**May 8, 2009.**

### Contact Information

National Center for State  
Courts  
Attn: Deborah Mason  
Human Resources Director  
300 Newport Avenue  
Williamsburg, VA 23185  
Fax 757-259-1522  
dmason@ncsc.org

### More Information on AOC

[www.courts.ky.gov](http://www.courts.ky.gov)