The Supreme Court of the State of Kansas
Position Title: Judicial Administrator
Closing Date: January 19, 2011
Salary Range: $100,000+ depending upon qualifications

The Supreme Court of Kansas is accepting applications for the position of Judicial Administrator, which will become vacant on March 6, 2010. A Kansas Judicial Branch application found at [http://www.kscourts.org/pdf/application.pdf](http://www.kscourts.org/pdf/application.pdf) with a resume and a self-edited writing sample of no more than three pages should be submitted to:

Patricia Henshall
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Avenue
Topeka, KS 66612-1507
henshallp@kscourts.org

About the Kansas Judicial Branch: The state of Kansas has a unified court system, made up of the Supreme Court, Court of Appeals and the district courts. Kansas’s 105 counties are divided into 31 judicial districts served by 167 district judges and 79 district magistrate judges. Kansas law requires at least one judge in each county. Similarly, each county has a district court. The Kansas Judicial Branch employs 1589 nonjudicial staff in its courts and offices. The annual Judicial Branch budget is over $100 million. Almost 98% of this budget pays judicial and nonjudicial salaries, as the counties pay operating expenses for the district courts.

The Kansas Judicial Branch has recently begun a weighted caseload study with the assistance of the National Center for State Courts and is also initiating a multi-year electronic filing program. In early 2011, the Supreme Court will form a blue-ribbon commission with the goal of studying the Kansas court system and making recommendations for its improvement.

About the Supreme Court of Kansas: The state constitution provides that the Supreme Court has general administrative authority over all courts in Kansas. The court has seven justices, the most senior in terms of service serving as the Chief Justice. The Chief Justice exercises the Court's general administrative authority over all courts of this state and is responsible for executing and implementing the administrative rules and policies of the Supreme Court, including supervision of the personnel and financial affairs of the court system, and is responsible for the effective and efficient administration of the court system.

The Supreme Court’s official station is in the Kansas Judicial Center, 301 W. 10th Avenue, Topeka, Kansas.

For more information about the Kansas Judicial Branch, please visit [http://www.kscourts.org](http://www.kscourts.org).

Position Overview: The judicial administrator is an executive-level management position reporting directly to the Chief Justice and Supreme Court and, under the direction of the Supreme Court, exercising supervisory and administrative responsibility for the Kansas Judicial Branch. Major responsibilities include performing the duties specified in K.S.A. 20-318;
establishing and enforcing operating procedures and standards; directly supervising upper-level managers; and managing the day-to-day operations of the Office of Judicial Administration, including budgeting, procurement, property accountability, space and facilities, emergency preparedness, security planning, information technology, personnel management, special events and projects, conferences, and support of judicial officers. The position requires extensive analytical and writing responsibilities.

**Representative Duties:**

- Directly supervises a professional and upper-level staff of approximately fifty, engaged in systems design, statistical reporting, personnel, training, budgeting, financial control and analysis of administrative methods, procedures and systems.
- Assists in developing organizational goals and objectives.
- Provides expert and legal opinions regarding acceptable options and best practices.
- Prepares written memoranda, policies, and manuals for wide distribution to judicial officers and staff.
- Oversees the preparation and administration of a centralized budget.
- Supervises the planning and coordination of statewide judicial conferences and other events.
- Interacts courteously and professionally with judges and high-level government, legal, law enforcement, and representatives of the private sector.
- Supervises and participates in surveys designed to examine the administrative methods and systems employed in the offices of the district courts, including the offices of the clerks and other officers.
- Makes recommendations to the Supreme Court for the improvement of the administration of the courts.
- Directs the collection and compilation of statistics on all cases filed in each court of the state and annually submits to the Chief Justice a complete and detailed report on the state of the dockets of the courts.
- Examines the state of the dockets of the district courts and determines the need for assistance by any such court and reports the same to the Supreme Court.
- Assists the Supreme Court in the management of the fiscal affairs of the Judicial Branch.
- Directs and coordinates the orientation and education of judges and court personnel.
- Serves as liaison with other departments of state and local government, legislative committees, attorneys, and judges.

**Qualifications/Requirements:**

A minimum of ten years of progressively responsible administrative, professional, or legal experience, including considerable management responsibility, is required. Demonstrated excellent written and oral communications abilities and strong interpersonal and analytical skills are essential. An undergraduate degree from an accredited university is required. A law degree is strongly preferred, but a graduate degree in business, public, or judicial administration or other related academic disciplines combined with substantial management experience may be substituted.
The successful applicant must have the ability to digest a substantial quantity of oral and written materials and produce clear, concise, and accurate written work product. Applicants are required to submit a self-edited writing sample of no more than three pages that will be considered in determining the applicant’s qualifications for this position.

**Conditions of Employment:** The selected candidate will be subject to a background check. Pursuant to Kansas statute, the judicial administrator serves at the will of the Chief Justice.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Patricia Henshall at 785-296-2877.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**

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**Kansas Judicial Branch Benefits**

1. **Pay:** received on a bi-weekly basis through direct deposit.

2. **Leave:**
   - Vacation leave accrual rates increase every five years of service until 20 years of service. During the first five years of service, employees accrue 3.7 hours of vacation leave per pay period; after 20 years of service, the accrual rate is 7.4 hours per pay period. Employees can accrue up to 240 hours of annual leave.
   - 3.7 hours sick leave accrual per payroll period. There is no accrual limit for sick leave.
   - One discretionary day leave per calendar year. The discretionary day must be used in the calendar year.
   - Up to six days of funeral leave per year. Funeral leave does not accrue from year to year.
   - Military and family leave conforming to federal regulations.

3. **Paid Holidays:** The Kansas Judicial Branch observes all 11 Kansas statutory holidays.

4. **Group Health Insurance:**
   - State group health insurance coverage is available the first day of the month following the initial thirty days of employment.
   - Medical, prescription drugs, dental and optional vision coverage available.
   - Coverage option availability for employee, employee with spouse, employee with children, or full family.
   - Paycheck premium deduction available on a pre-tax and after-tax basis for coverage option selected.
5. **Retirement Benefits:**
Kansas Public Employees Retirement System (KPERS) participation is mandatory after employment at the rate of 6% withholding of gross earnings. KPERS is a defined benefit plan. Details are available at [http://www.kpers.org](http://www.kpers.org).

6. **Life Insurance:** 150% of gross salary payable to beneficiaries subject to tax liabilities.

7. **Optional Flexible Spending Accounts:** allows benefits eligible employees to pay for unreimbursed health care expenses, and dependent day care expenses with pre-tax dollars.

8. **Optional Deferred Compensation Program:** additional pre-tax program to save for retirement.

9. **Optional Group Life Insurance:** term insurance paid through payroll deduction.

10. **Optional Learning Quest Educational Savings Program:** make contributions to a higher education account through payroll deduction.

11. **Optional Long-Term Care Program:** covers such benefits as community based care, nursing home care, hospice care and caregiver benefit.

12. **Time in Service:** Time in service with other state of Kansas agencies is credited for the purpose of computing employee leave; prior KPERS covered employment and other governmental and military service may be credited for computing retirement benefits.

THE KANSAS BRANCH IS AN EQUAL OPPORTUNITY EMPLOYER