

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Tenth Judicial District, Johnson County, Olathe, KS

LOCATION: Tenth Judicial District
Johnson County Courthouse
Olathe, KS

CLASSIFICATION: **District Court Administrator III**
Grade 57/A - \$83,123
Position #K0073246

The Tenth Judicial District seeks a strong, creative and innovative leader that enjoys implementing sustainable improvements in access to justice. Our courthouse is among the most technologically advanced in the country and will continue to seek improved procedural fairness to all litigants.

Our Court Administrator will be responsible for the largest district in Kansas, with nearly 175 employees. Our location, within the Kansas City Metro, allows for routine involvement among leaders from all three branches of government at the local and state level.

JOB DUTIES: This is a highly responsible position directing the administrative activities of the Tenth Judicial District Court. Work involves responsibility for organizing, directing, coordinating and supervising, the activities required to process all district court cases in the judicial district. Under the supervision and direction of the chief judge, the district court administrator shall supervise and coordinate all administrative operations including human resources and information technology, prepare and present the court budget, approve expenditures, serve as public information officer, and perform such other duties assigned by the chief judge, prescribed by law or required by the Supreme Court.

REQUIRED EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with major course work in court administration, public administration, business administration or a related field. Court professionals with departmental management experience may substitute years of experience for the education requirement.

PREFERRED EDUCATION AND EXPERIENCE: Masters degree in judicial, public or business administration, or juris doctorate. Experience serving on local and statewide committees. Working knowledge of budget preparation and presentation. Working knowledge of statistical analysis and presentation.

SEND COVER LETTER AND RESUME TO: Chief Judge Thomas Kelly Ryan
Johnson County Courthouse
Division 17
150 W. Santa Fe
Olathe, KS 66061
Kelly.Ryan@jocogov.org

APPLICATIONS WILL BE ACCEPTED THROUGH: **Friday, February 12, 2021**

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, in taking an examination, or in interviewing. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch.