



# JUDICIARY OF GUAM

## Human Resources Office



### JOB ANNOUNCEMENT FOR ADMINISTRATOR OF THE COURTS Closing Date: Thursday, March 30, 2017 Salary: Negotiable Unclassified Appointment

The Judiciary of Guam has an excellent opportunity for an innovative and progressive Administrator of the Courts. We are looking for a person who will provide direction and leadership in the implementation of court wide strategic goals and objectives. **The Honorable Katherine A. Maraman, Chief Justice of the Judiciary of Guam** is seeking qualified applicants for the position of **Administrator of the Courts**. The **Chief Justice** shall appoint the Administrator of the Courts, who shall serve under her general direction.

#### **General Statement of Duties:**

Responsible for the overall day-to-day operations of the Unified Judiciary of Guam. Under direction from the Chief Justice of the Supreme Court, the Administrator of the Courts provides leadership, planning, direction and supervision of Court Operations. The position carries out any and all executive and administrative duties but not limited to court services, case and work flow management, records management, fiscal management, statistical analysis and projections, public relations, technology management, court security management, strategic planning, facilities management, personnel management, hiring, disciplinary actions, performance management, education, and probation services. This position is responsible for allocating resources in a manner that maximizes the efficiency of court operations and enhances services to the public.

The Administrator of the Courts is a liaison to advisory working groups and committees of justices, judges, and administrators that provide recommendations and advice for policy-making, business practice change, and service delivery.

#### **Knowledge Of:**

- Extensive knowledge of the modern principles and practices of court administration and public administration.
- Extensive knowledge of court procedure, legal documents, laws and legal factors pertaining to the courts.
- Extensive knowledge of the organization, functions, responsibilities, and procedures of the court.
- Ability to organize, supervise, and coordinate the activities of staff engaged in a variety of court administrative activities.
- Thorough knowledge of the principles and procedures involved in conducting administrative studies and analysis of problems.
- Ability to express ideas on technical subjects clearly and concisely, orally and in writing.

#### **Skills In:**


- Excellent people and communication skills.
- Effective delegation of responsibility where appropriate.
- Effective conflict management, mediation, and problem resolution skills.
- Providing accurate and thorough information and recommendations on administrative matters to the Chief Justice in a timely manner.
- Successful supervision of staff engaged in research and planning, statistical analysis, and reporting of management information.
- Diplomacy, political awareness, and ability to inspire creativity.
- Development and sustaining successful working relationships with Judicial Officers and court employees.

#### **Qualifications:**

- Graduation from an accredited college or university with a master's degree in public administration, business administration, court administration, accountancy, communications, public relations or a closely related field, or a Juris Doctorate degree and five years progressively responsible managerial experience in a court or other organization with responsibility for managing staff and activities for major operation or administrative functions or programs; or
- Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, court administration, accountancy, communications, public relations or a closely related field, or a Juris Doctorate degree and seven years progressively responsible managerial experience in a court or other organization with responsibility for managing staff and activities for major operation or administrative functions or programs.
- A thorough knowledge of the general rules and regulations of a judicial system; and knowledge of principles and practices, and trends of public and judicial administration, principles and practices of policy formulation and development; and familiar with local court rules relating to criminal and civil case processing.
- Demonstrated experience in operation planning, policy formulation, budget development, personnel management, labor relations; and document/case record management and technology is preferred.

A complete job description may be found posted on the Judiciary of Guam's website at [www.guamcourts.org](http://www.guamcourts.org).

Please submit a letter of interest and employment application to Robert S. Cruz, Acting Administrator of the Courts, Guam Judicial Center, 120 West O'Brien Drive, Hagatna, Guam 96910. For more information, please contact the Human Resources Office at 475-3422/3399/3239. An electronic copy of the Judiciary's employment application may be obtained from our website.

  
Katherine A. Maraman  
Chief Justice

The Judiciary of Guam is an Equal Opportunity Employer