

# Iowa Judicial Branch Job Announcement

## State Court Administrator Des Moines, Iowa

The recruitment and selection process will remain open until the position is filled, with the review of applications to begin following the close of business on April 23, 2021.



### The Opportunity

The Iowa Supreme Court has an excellent opportunity for an innovative and progressive State Court Administrator (SCA). The SCA is responsible for the administration of all non-judicial activities in a unified, state-funded court system. We are looking for a person who will provide direction and leadership to implement statewide goals established by the Supreme Court.

The position is appointed by the Iowa Supreme Court to aid in the administration of Iowa's courts and to perform administrative duties enumerated in the Iowa Code and as assigned by the court. The State Court Administrator provides leadership to ensure the Iowa Judicial Branch achieves its goals and carries out its constitutional and statutory duties while operating Iowa's unified court system efficiently and effectively.

### State Court Administrator's Office

The State Court Administrator's office is located in Des Moines at the Judicial Branch Building, which houses the Supreme Court, Court of Appeals, Office of Professional Regulation, and State Court Administration. The SCA provides administrative direction and support to operations for the judicial branch. The office includes finance, Human Resources, IT, legal, facilities, governmental affairs, education and training, and children's justice. [Take this link for a video tour of the Judicial Branch Building.](#)

### Responsibilities of the State Court Administrator

Under the Chief Justice's immediate direction, the SCA carries out the statutory responsibilities of the office. The SCA is responsible for a budget of over \$200 million and oversees the Judicial Branch's outreach to state government's legislative and executive branches. The powers, duties, and responsibilities of the SCA are set out in Iowa Code, including but not limited to sections 602.1204, 602.1208, 602.1209, 602.1301, 602.1401 and 602.1402.

Additionally, the person in this position is the administrator of the Iowa Judicial Retirement System.

A complete job description may be found at <https://www.iowacourts.gov/iowa-courts/career-opportunities/>.

**The Iowa Judicial Branch is an Equal Opportunity Employer.**  
**Final candidates must be able to pass a criminal background check.**  
**The Iowa Judicial Branch is an E-Verify employer.**

## Qualifications of the State Court Administrator

A bachelor's degree from an accredited four-year college or university and a minimum of ten (10) years of executive-level experience leading administrative functions and developing strong executive leadership teams are required. An advanced degree in court administration, public administration, business administration, or law is desired.

The SCA will have the ability to:

- Manage change within the court system.
- Plan strategically and motivate employees.
- Inspire commitment and collaboration on the part of judicial branch employees.
- Effectively interact with the public, judges, attorneys, and government officials in various situations and circumstances.
- Appreciate the Judicial Branch's external and internal constituencies and be a listener and effective communicator.
- Plan, assign and supervise the activities of employees.
- Formulate and express ideas on complex technical subjects clearly and concisely, orally, and in writing.
- Exercise initiative, imagination, and sound judgment in making decisions conforming to laws, rules, regulations, and policies.
- Collaborate with judges, court staff, policymakers, and stakeholders to achieve the Judicial Branch's priorities.
- Manage large and complex projects from conception to completion.
- Set realistic goals and deliver on them.
- Understand and appreciate the challenges and opportunities presented by technology.
- Create a positive work environment.
- Commit and adhere to the principles of accountability, professionalism, and public service.

## To Apply

Submit your cover letter, resume, and the Iowa Judicial Branch Application for Employment to:

[SCAHR@iowacourts.gov](mailto:SCAHR@iowacourts.gov).

Iowa Judicial Branch job application forms can be downloaded at: <https://www.iowacourts.gov/iowacourts/career-opportunities/>



## Compensation Package

- Currently the salary range is \$100,840 to \$154,300 annually.
- Retirement: Iowa Public Employees' Retirement System (IPERS) is a defined benefit retirement benefit. Currently, the employer contributes 9.44% and employee 6.29% of salary.

## Employer Paid Benefits

- Choice of medical/dental plans with varying employee contributions.
- Life insurance (\$20,000).
- Long-Term Disability Insurance.
- Eleven paid holidays (9 fixed holidays; additional two holidays accumulate as vacation time).
- Vacation set by statute. Currently starts at two weeks, increasing to 5 weeks after 25 years of service.
- Sick leave.

## Optional Benefits

- 457/401(a) deferred compensation plan available. Employer matches up to \$75/month.
- Supplemental life insurance is available for purchase.

## About the Iowa Courts

### Iowa Judicial Branch Mission Statement

*“The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.”*

Iowa has a unified, centrally funded court system for the operation of the appellate and trial courts. The governance of the Iowa Judicial Branch is the Supreme Court's responsibility, which administers the branch through the State Court Administrator's Office, and with advice from the statutorily created Judicial Council.

The state's trial courts (district court) are organized into eight judicial districts consisting of 99 counties. Each district's administration is the responsibility of a chief judge supported by a district court administrator, clerks of the district court, and a chief juvenile court officer. All operations are state-funded, excluding court facilities. The Iowa Judicial Branch has approximately 1,750 judicial officers and court personnel.

All full-time judicial officers are appointed through a merit-based system and then stand for retention election. There is a seven-member Supreme Court and a nine-member Court of Appeals. The 116 district judges are judges of general jurisdiction and handle criminal, civil, and domestic relations matters. The 69 district associate judges handle lesser civil and criminal matters and juvenile delinquency and child welfare cases. One hundred forty-six judicial magistrates preside over simple misdemeanors, traffic violations, small claims, and certain involuntary mental health commitment matters.



**“Shattering Silence”** is the monument located just west of the Iowa Judicial Building, overlooking downtown Des Moines. It recognizes the first case of the Iowa Supreme Court, *In the Matter of Ralph*, decided on July 4, 1839. The sculpture's broader representation salutes the far-reaching scope of early historical civil rights cases from the Iowa judiciary.