

Revised and Posted: August 4, 2023

**Notice of Position Available
and
Job Description
Director of the Administrative Office of the Courts**

The Supreme Court of Mississippi is seeking qualified applicants to fill an upcoming vacancy in the full-time position of Administrative Director of the Administrative Office of the Courts (AOC) effective September 1, 2023. The AOC Director is appointed by the Justices of the Supreme Court and serves at the pleasure of the Court.

Applicants should not directly contact the Justices of the Court regarding this position.

Characteristics of Work:

The AOC Director is the executive head of the Administrative Office of the Courts established by Miss. Code Ann. Sections 9-21-1 to -101 (Rev. 2019). The Director is appointed by and serves at the pleasure of the Supreme Court of Mississippi. The Director shall devote full time to the duties of the office to the exclusion of engagement in any other business or profession for profit. The Director supervises and manages the AOC employees.

The Director of the Administrative Office of Courts assists the Chief Justice of the Supreme Court of Mississippi in his duties as the chief administrative officer of all courts in the State. Working under the oversight of the Supreme Court Administrator, the Director is charged with the following duties:

- 1) To insure the business of the courts of the state is attended with proper dispatch, that the dockets of such courts are not permitted to become congested, and that trials and appeals of cases, civil and criminal, are not delayed unreasonably;
- 2) To work with the clerks of all youth courts and civil and criminal trial courts in the state to collect, obtain, compile, digest and publish information and statistics concerning the administration of justice in the state;
- 3) To serve as an agency to apply for and receive grants or other assistance and to coordinate and conduct studies and projects to improve the administration of justice by the courts of the state, with or without the assistance of consultants;
- 4) To require the filing of reports, the collection and compilation of statistical data and other information on the judicial and financial operation of the courts and on the operation of other offices directly related to and serving the courts;

- 5) To determine the state of the dockets and evaluate the practices and procedures of the courts and make recommendations concerning the number of judges and other personnel required for the efficient administration of justice;
- 6) To prescribe uniform administrative and business methods, systems, forms and records to be used in the offices of the clerks of courts;
- 7) To devise, promulgate and require the use of a uniform youth court case tracking system, including a youth court case filing form for filing with each individual youth court matter, to be utilized by the Administrative Office of Courts and the youth courts in order that the number of youthful offenders, abused, neglected, truant and dependent children, as well as children in need of special care and children in need of supervision, may be tracked with specificity through the youth court and adult justice systems; in support of the uniform case docketing system, the director shall require that all youth courts utilize the Mississippi Youth Court Information Delivery System (MYCIDS);
- 8) To develop, promulgate and require the use of a statewide docket numbering system to be utilized by the youth courts, which youth court docket numbers shall standardize and unify the numbering system by which youth court docket numbers are assigned, such that each docket number would, among other things, identify the county and year in which a particular youth court action was commenced;
- 9) To develop, promulgate and require the use of uniform youth court orders and forms in all youth courts and youth court proceedings;
- 10) To prepare and submit budget recommendations for state appropriations necessary for the maintenance and operation of the judicial system and to authorize expenditures from funds appropriated for these purposes as permitted or authorized by law;
- 11) To develop and implement personnel policies for nonjudicial personnel employed by the courts;
- 12) To investigate, make recommendations concerning and assist in the securing of adequate physical accommodations for the judicial system;
- 13) To procure, distribute, exchange, transfer and assign such equipment, books, forms and supplies as are acquired with state funds or grant funds or otherwise for the judicial system;

- 14) To make recommendations for the improvement of the operations of the judicial system;
- 15) To prepare and submit an annual report on the work of the judicial system to the Supreme Court;
- 16) To take necessary steps in the collection of unpaid court costs, fines and forfeitures;
- 17) To pay the salaries of court reporters;
- 18) To pay the salaries of court administrators;
- 19) To perform such other duties relating to the improvement of the administration of justice as may be assigned by the Supreme Court; and
- 20) To promulgate standards, rules and regulations for computer and/or electronic filing and storage of all court records and court-related records maintained throughout the state in courts and in offices of circuit and chancery clerks.

Examples of Work:

Assist the Chief Justice and department heads in the preparation of budgets

Review personnel plans and budgets for support staff submitted by chancery and circuit court judges

Oversee the budget for the chancery and circuit judges including reimbursements for office and rent allowances and travel

Collect and analyze data from chancery, circuit, county, justice, and municipal courts

Supervise AOC personnel

Staff judiciary committees and assist with research

Review legislation related to the judiciary and work with legislative staff on statutory amendments

Oversee the Comprehensive Electronic Court Systems Fund used to support the Mississippi Electronic Courts system

Oversee the development, implementation, training, and support for the MYCIDS system which is a case management system for youth courts

Oversee and administer the Youth Court Support Fund

Track cases pursuant to M.R.A.P. 15 - Mandamus to Require Trial Court Decision

Oversee the Court Administrator certification program

Certify court interpreters

The Administrative Director serves as Executive Director of the Board of Bar Admissions

Public speaking to various groups about judiciary issues

Minimum Requirements:

A Bachelor's degree from an accredited college or university and four years of experience in work related to the above-described duties. A law degree or advanced studies in accounting or public administration is desirable.

Preferred Experience:

Prior legal, accounting, budgeting, and personnel management experience are desirable and preferred.

Compensation and Benefits:

Dependent on the successful applicant's education and experience, the gross annual salary for this position will be in the range of \$105,000 to \$158,000. In addition, this position offers health, vision, dental, and life insurance; retirement through the PERS retirement system, paid vacation and sick leave, and covered parking.

Application Process:

All qualified persons interested in this position should apply in writing received no later than September 8, 2023, addressed to:

**Hubbard T. Saunders IV
Supreme Court Administrator and Counsel
Supreme Court of Mississippi
450 High Street
Post Office Box 117
Jackson, MS 39205**

hsaunders@courts.ms.gov

E-mail applications are acceptable. Applicants must submit a resume showing their personal, educational, and professional background; three references for employment; and a sample of the applicant's writing.

The Supreme Court of Mississippi is an equal opportunity employer.

The Supreme Court of Mississippi reserves the right to modify the requirements of this announcement and to depart from the deadline established by this announcement without prior notice.