



## Administrative Office of the Courts

**John D. Minton, Jr.**  
Chief Justice of Kentucky

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Frankfort, Kentucky 40601  
502-573-2350 or 800-928-2350  
www.courts.ky.gov

**Laurie K. Dudgeon**  
Director

### JOB VACANCY

**Open Date**

August 7, 2017

**Closing Date**

October 6, 2017

**Position Number**

30001311

**Position Title**

Executive Officer of Specialty Courts

**Position Location**

Frankfort, Kentucky

**Salary Range**

\$7,083 per month (\$85,000 annually)

**Job Description**

The essential function of the position is to lead and direct Specialty Courts operations throughout the state of Kentucky. Specialty Courts in Kentucky are staffed with nearly 180 employees, spread across 120 counties and are primarily comprised of Drug Court programs, but also Mental Health Court programs and Veterans Treatment Court programs. The position is responsible for reviewing, revising, developing, and implementing departmental policies and procedures that result in successful Specialty Court program. Managerial responsibilities include selection of staff, implementing staff training initiatives, assigning and evaluating work, counseling, disciplining and recommending termination. The position meets frequently with key stake holders such as Justices, Judges, legislators, and community members to obtain feedback and resolve program concerns. The position also obtains, analyzes, and presents program data in relation to program performance. Presentation of program data is made to Justices, legislators, national associations, and other key stakeholders. Responsibilities also include development of Memorandum of Agreements with treatment providers and drug testing vendors. The position assists in educating key stakeholders regarding Specialty Court programs. The position is involved in applying for and overseeing multiple federal grants. The position serves on numerous statewide and national boards and committees. The position works under the supervision of the Director of the Administrative Office of the Courts.

### **Education and Training Guidelines\***

Juris Doctor degree or advanced degree preferred in public or business administration, social work, criminal justice, judicial administration or a related field. A minimum of eight years related experience in the field with at least four of those years in management or supervisory capacity.

*\*Additional relevant experience may substitute for the recommended educational level experience on a year-for-year basis. Additional relevant education may substitute for the recommend experience on a year-for-year basis, excluding supervisory experience.*

### **Competencies**

#### People Responsibility:

Establishes focus for subordinates and has the ability to develop and communicate goals in support of departmental objectives. Supervises and directs others by determining or interpreting work procedures, assigning specific duties maintaining strong, stable relations with staff, judges, specialty court team members and other key stakeholders while promoting efficiency. Listens and responds constructively, provides honest feedback to ideas and proposals. Shares his/her expertise, provides assistance, information, or other support to others in order to build or maintain relationships. Provides motivational support, recognizes and acknowledges contributions. Identifies and promptly tackles program issues effecting staff members and key stakeholders.

#### Attention to Communication:

Keeps his/her managers informed about progress and problems; avoids surprises. Ensures that he/she is kept apprised of concerns within programs, teams or with key stakeholders that have the potential to become formidable issues. Has the ability to ensure that information is passed on to others who should be kept informed. Comfortable in front of large and small groups, expresses ideas and thoughts clearly from an oral and written aspect. Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

#### Personal Credibility:

Does what he/she commits to doing. Respects confidentiality of information and/or concerns shared by others. Takes responsibility for own mistakes; does not blame others. Conveys a command of relevant facts and information.

#### Strong Resolve:

Has the ability to accept strong feedback from key stakeholders and respond in a patient and professional manner. Facilitates meeting to address issues that have the potential to negatively affect program outcomes.

### **How to Apply:**

Submit/upload a current and complete KCOJ Application, cover letter and resume online to:  
<http://kcoj.kycourts.net/PublicJobPosting/>

*Equal Employment Opportunity Employer*

Notice: This position requires a criminal background check. Therefore, you may be required to provide information about your criminal history to be considered for this position.

Thank you for taking the time to submit information for consideration. Applicants will not receive communication regarding your submission unless you are called to clarify or to schedule an interview.

**For additional information, contact:**

Mary Bingham, Human Resource Specialist  
1001 Vandalay Drive  
Frankfort, Kentucky 40601

Phone: 502-573-2350