



PROBLEM-SOLVING COURTS COORDINATOR OFFICE OF COURT OPERATIONS

The Director of State Courts' Office of Court Operations has a full-time, unclassified position for a problem-solving courts coordinator.

LOCATION: Madison, WI. Periodic in-state travel is required.

SALARY: Anticipated offer range of \$54,000 - \$59,000 annually, however, an individual salary rate will be set commensurate with experience.

RESPONSIBILITIES: The selected individual will coordinate statewide problem-solving court initiatives with local problem-solving courts; provide technical assistance to existing problem-solving courts and to courts interested in establishing programs; Work closely with problem-solving court staff and judges to ensure statewide projects meet the needs identified in problem-solving courts; Oversee the compiling, analyzing and reporting of statistical data, make recommendations, and plan for future problem-solving court improvements; Plan and develop statewide initiatives for problem-solving courts; Develop training programs for judges and other court personnel on a variety of problem-solving court related issues; Research, oversee, and develop applications for grants to support statewide problem-solving court initiatives and programs affecting problem-solving courts; Provide staff assistance and support to committees and workgroups involving problem-solving court related issues.

QUALIFICATIONS: Qualified candidates will possess: (1) A thorough knowledge of functions, organizations, principles, and practices governing problem-solving courts; (2) A work and education record of increasingly in-depth courses and experience in public policy management, program and procedural development, implementation, and collaboration; (3) Excellent written and oral communication skills including a record of effective communication experiences to a wide range of audiences; **Preferred:** (4) A Bachelor's degree with major course work in public administration, social work, criminal justice, statistics and research methods, or related field; (5) Management of a problem-solving court program; (6) In-depth knowledge of the inner workings of the criminal justice system and familiarization with laws and regulations governing the processing of defendants through the criminal justice system.

TO APPLY: For internal court system employees please log into PHRS to access the Internal Job Posting feature (under the Main Menu) to submit a cover letter and resume (please combine your cover letter and resume to one document) clearly indicating your qualifications and the position title **Problem-Solving Courts Coordinator (#16-1402)**. If you are unable to apply online please send application materials to human.resources@wicourts.gov or send to: Human Resources, 110 East Main Street Suite 430, Madison, WI 53703-3356, (608) 266-3501 or FAX (608) 261-8293. Failure to follow these procedures may result in your disqualification.

DEADLINE: All applications must be received by 11:59 p.m. on Tuesday, December 8, 2015. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system, visit our Web site at www.wicourts.gov.

Please remove this posting after 11:59 p.m. on December 8, 2015

#16-1402

EQUAL EMPLOYMENT OPPORTUNITY