

**MONTANA JUDICIAL BRANCH
DIRECTOR OF ACCESS TO JUSTICE SERVICES**

Nature of Work:

This is advanced professional work involving the management and administration of access to justice programs throughout the Montana court system.

Work is performed independently under the direction of the State Court Administrator. The employee is expected to exercise initiative and independent judgment in the management, coordination, administration, oversight, and evaluation of access to justice functions and activities in accordance with established statutes, court rules, policies, procedures, and regulations.

Provides direct supervision of access to justice program officers and is the primary liaison with justice partners including attorney and legal aid organizations.

Essential Functions: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)

- Plans, develops, manages, and oversees the access to justice programs in partnership with program staff and the Access to Justice Commission.
- Provides direct staff support to the Commission and takes primary responsibility for ensuring Commission objectives are implemented. Provides information to the Commission on emerging issues and assists the Commission in developing new objectives.
- Develops and implements policies and procedures for administration of access to justice programs. Develops and implements outcome measures to ensure programs are meeting the needs of citizens in a cost-effective manner.
- Directs and assigns staff in management reviews, data collection, court performance and productivity evaluation projects to assist in improving administrative structures, processes and procedures.
- Develops and implements new solutions to access problems through partnerships with both internal and external agencies. Stays current on emerging trends in providing court access to all citizens in a cost-effective manner.
- Works closely with internal partners including the state Law Library and information technology staff to ensure services are integrated with other court services.
- Directs, develops, and implements court improvement projects and secures grant and other funding as needed. Works closely with legal aid agencies on projects including securing funding for projects.

Knowledge, Abilities and Skills:

- Knowledge of principles and practices of public and business administration, court management and administration, budgeting and financial management, court funding, case management, supervision, process improvement, performance management, negotiation and conflict management, and group facilitation.
- Extensive understanding of access to justice issues including experience with addressing institutional barriers.
- Knowledge of court process and terminology including a solid understanding of issues facing litigants who are self-represented.
- Knowledge of principles of leadership, organizational structures, and management effectiveness.
- Ability to think logically and apply analytical reasoning.
- Ability to interpret and resolve problems and issues.
- Ability to work with a variety of partners with diverse viewpoints. Experience working with judges and lawyers is preferred.

Working Conditions:

Work is performed primarily in an office setting.

Physical Demands:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files.

Qualifications:

Possession of a bachelor's degree in public or business administration, court management, judicial administration, or related field from an accredited college or university and at least three years of progressively responsible administrative, or professional experience in a legal or legal adjacent field is preferred. Management experience is required.

Licensure and Certification Requirements:

None required