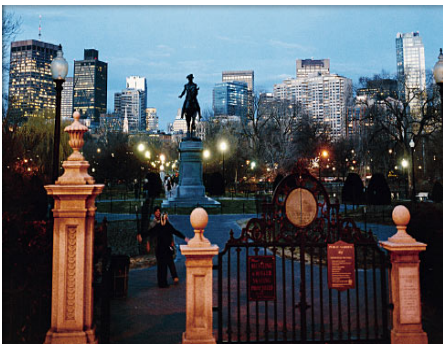


## Mission and Vision of the Trial Court

The Trial Court continually explores ways to improve court and probation services by employing improved methods to resolve disputes and administer justice fairly and without undue delay. The Trial Court is committed to best practices and excellence, anticipating and adapting to change.

## Greater Boston

Boston and the surrounding metropolitan area is the economic and cultural center of New England. As one of the nation's centers of education, finance, industry, and tourism, Boston has a vibrant economy and a rich history that reaches back to the roots of the American experience. Boston enjoys the geographic advantage of being close to both Cape Cod as well as the Berkshires, and provides every type of cultural activity, be it an evening with the Boston Pops Orchestra or a ballgame at historic Fenway Park. Greater Boston is consistently ranked among the best destinations to live and work in the United States.



The Massachusetts Trial Court

Two Center Plaza  
Boston, MA 02108  
Phone (617) 742-8575  
Fax (617) 742-0968



**COMMONWEALTH  
OF MASSACHUSETTS**

**THE TRIAL COURT**

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**Employment Opportunity**

**Court Administrator**

## The Position

The Massachusetts Trial Court is seeking to appoint its first professional Court Administrator. This position is a cornerstone of recent court reorganization legislation in Massachusetts. ([link to court reorganization act](#))

The court reorganization legislation creates two new Trial Court leadership positions serving under the superintendence of the state Supreme Judicial Court: The Chief Justice of the Trial Court and the Court Administrator of the Trial Court. The Chief Justice of the Trial Court defines the Court's mission and is responsible for all judicial matters and policies. The Court Administrator of the Trial Court will be the administrative head of the Trial Court.

The Court Administrator will be a leader with the overall responsibility for shaping administrative functions that support the Trial Court's judicial work, including budget preparation and oversight, labor relations, information technology, capital projects, court security, and personnel policy and procedure. The Court Administrator will have the flexibility and authority necessary to maintain an operational model that delivers highly efficient administrative services through the use of metrics and best practices. ([link to job description](#))

The Court Administrator will be appointed by the Supreme Judicial Court for a five year renewable term subject to periodic review. The Chief Justice of the Trial Court and the Court Administrator will work collaboratively as a management team and both report to the Supreme Judicial Court.



## Compensation and Application Process

### Open Until Filled

#### Salary

Current Salary \$140,358.00

#### Benefits

The Trial Court offers an extensive benefits package, including a defined pension plan, a 457 deferred compensation plan, vacation and sick leave, and a wide range of health insurance options.

### How to Apply

Interested applicants must submit a cover letter, a resume, and be prepared to submit references upon request. This information should reflect the size of the organizations in the applicant's employment history, highlight any upper level management experience, the candidate's significant accomplishments of note, and all other professional positions held. This job posting will remain open until the position is filled. Questions may be directed to Carol Lev at 617-557-1074.

Applicants may apply by one of the following methods:

#### Via Mail:

Carol R. Lev, Supreme Judicial Court  
Coordinator for Program & Policy Development  
One Pemberton Square, John Adams Courthouse  
Boston, MA 02108-1741  
[Attn: Court Administrator Position](#)

**Via Email:** [Carol.Lev@sjc.state.ma.us](mailto:Carol.Lev@sjc.state.ma.us)

For additional information about the Judicial Branch visit our website at: <http://www.mass.gov/courts>

Affirmative Action/Equal Opportunity Employer

## Qualifications

Knowledge and Abilities:

An ideal candidate will possess a broad understanding of executive management, strategic planning, the legislative fiscal appropriations process, budgeting, labor relations and the role of information technology. Candidates for this position should also demonstrate a keen ability to collaborate, build consensus, and to motivate and inspire others to realize the Trial Court's goals and vision.

Education and experience requirements:

A Graduate Degree in business administration, public administration, or a related field of study.

Significant upper management experience leading a complex public entity through a period of comprehensive managerial change, or similar experience in the private sector, with a desire to significantly contribute to promoting justice in a high impact public position.

## The Judicial Branch of Massachusetts

The Massachusetts Judicial Branch is led by the Massachusetts Supreme Judicial Court and includes the Massachusetts Appeals Court and the Massachusetts Trial Court. The Chief Justice of the Supreme Judicial Court serves as the head of the Judicial Branch. The Trial Court represents the largest component of the judiciary, and employs about 6426 employees, with an operating budget of \$541 million and serving approximately 42,000 litigants seeking justice each working day. The Trial Court has jurisdiction over seven court departments including Superior, District, Juvenile, Probate and Family, Housing, Land, and the Boston Municipal Court. Trial Court judges are appointed by the Governor and may serve until the mandatory retirement age of 70 years. Some Clerks of Court and all Registers of Probate are elected to six year terms. The majority of Clerk Magistrates are appointed for lifetime terms.