

**Notice Regarding Position Available as
Chief Court Administrator for Jefferson County**

There is a vacancy in the office of Chief Court Administrator of Jefferson County. The Chief Court Administrator (CCA) is responsible for coordinating between all levels of the judiciary in Jefferson County and works closely with the administrators and Chief Judges of the Jefferson Circuit, Jefferson Family Circuit and Jefferson District Courts as well as the Justice and Court of Appeals Judges of the Fourth Appellate District. The Appointing Authority for the CCA is the Justice of the Fourth Appellate District. The CCA also serves as a liaison on behalf of the Jefferson County judiciary to the Administrative Office of the Courts, the Jefferson Circuit Court Clerk, the Louisville Bar Association and various offices and agencies including the Commonwealth's Attorney, the County Attorney, the Louisville Metro Public Defender and Louisville Metro Government.

Issues which affect all levels of the judiciary, including senior status coverage, facilities management of the Jefferson County Judicial Center and Hall of Justice, court technology, emergency management protocols and inclement weather closings, are overseen and coordinated by the CCA. The CCA is also responsible for performing the duties of the administrator of any of the three trial courts if that particular trial court administrator is unavailable for any reason. Due to this back-up responsibility, the CCA must be familiar with the functions and capable of performing the role of the administrators of Circuit, Family Circuit and District court. The CCA's job responsibilities include oversight of Jury Pool, staff recruitment, cross training among staff of the various courts and optimum use of the personnel and physical resources of the various courts. On occasion, the CCA is the spokesperson who may address media inquiries about court-related matters. The CCA also assists with committees and commissions affecting the courts including the Jefferson County Courts Planning and Coordinating Council, the Crime Commission and the Racial Fairness Commission. The CCA has such additional duties as may be assigned through the Justice.

Applicants must possess a college degree and appropriate work experience. Annual salary will be commensurate with experience; benefits are those offered to all Court of Justice employees.

Interested parties should submit a resume no later than June 27, 2008 to Justice Lisabeth Hughes Abramson, Jefferson County Judicial Center, Suite 1000, Louisville, KY 40202. Resumes and references will be considered by a committee comprised of Justice Abramson, Judge Thomas B. Wine and Judge Denise Clayton.