

INVITATION TO APPLY

Trial Court Administrator 4 Lane County Circuit Court Eugene, Oregon



Photo by Nathan Lucas

Organization & Position

The [Oregon Judicial Department](#) and the [Lane County Circuit Court](#) Second Judicial District judges seek an experienced leader to be our next **Trial Court Administrator 4**. Under the direction of the Presiding Judge, the Trial Court Administrator is responsible for the day-to-day administration of trial court operations, programs, and services including long-range strategic management, information technology, case-flow management, leadership, community and legislative outreach, court facilities maintenance and improvement, budget and finance, program evaluation, and human resources management.

Why This Role Matters

As Trial Court Administrator, you will step into a pivotal leadership role in the administration of justice for Lane County. The Lane County Circuit Court is recognized for its commitment to public service, procedural fairness, and operational efficiency. You'll collaborate with 17 judicial officers, 116 court staff, and a large network of community partners to ensure court operations are equitable, accessible, and effective. This is more than a job—it is a unique opportunity to

shape the future of court administration in one of Oregon's most vibrant communities.

Please refer to the job posting for detailed responsibilities.

Lane County: A Place to Live Well

Lane County stretches from the Pacific Ocean to the Cascade Mountains. It encompasses a diverse range of communities, including coastal towns, rural farmland with dozens of wineries, urban neighborhoods, and forested mountains. With a population of approximately 384,000, the county is home to a steadily growing economy and a strong sense of regional identity. Key highlights include:

A Natural Playground

Lane County is a paradise for outdoor enthusiasts, offering unparalleled access to nature. Residents enjoy:

- ✓ National Forests, County Parks, Award-winning public parks and green spaces
- ✓ Premier Mountain biking, hiking and backpacking opportunities
- ✓ Fishing, crabbing, hunting in the ocean and on plentiful public lands
- ✓ Boating, canoeing, paddleboarding and kayaking in the multitude of lakes and streams
- ✓ Cycling on hundreds of miles of bike paths in the urban centers
- ✓ Exploring the Oregon Dunes and Pacific beaches
- ✓ Wintersports: skiing, snowboarding, snowmobiling, snow shoeing

Strong public institutions: Lane County is home to excellent public schools, universities, community colleges, and healthcare systems



Photo by Only in Oregon

Eugene-Springfield Metro Area

The Eugene-Springfield area is the largest metropolitan region in Oregon outside of Portland. Eugene, the county seat, is known for progressive values, environmental consciousness, and strong civic engagement. It is also home to the **University of Oregon**, a major research institution that brings cultural richness, academic excellence, and a youthful energy to the region. Springfield enhances the metro area with a strong sense of community, a robust business sector, revitalized downtown spaces, and family-friendly neighborhoods.

Together, these cities offer a diverse range of amenities, including:

- ✓ A thriving arts and music scene with venues both small and large attracting national tours and local favorites
- ✓ Local food, craft beer, coffee and farmers markets
- ✓ Efficient public transportation and short commute times (average ~20 minutes)
- ✓ Affordable cost of living compared to the Portland metro areas

Minimum Qualifications

Bachelor's degree in public or business administration, management, social services, human resources, criminal justice, or a related field.

AND

At least five (5) years of professional work in business, public, court administration, or a

related field, of which three (3) must have been in a court administration leadership role.

OR

Any [combination of education and experience](#) equivalent to nine (9) years of experience that typically supports the knowledge, skills, and abilities for the position.

Compensation

The current salary range for this position is **\$159,322 - \$247,169 per year**. The Oregon Judicial Department also offers a competitive benefits package. Please see the job posting for more information.

Learn More & Apply

Be part of a court system that values integrity, service, and leadership.

All State of Oregon job applications must be submitted through our Workday system. **To learn more about the position and apply, please visit:** <https://tinyurl.com/2mxbzujc>



Applications are due by 11:59 p.m. on Monday, April 6, 2026.



Oregon Judicial Department

Lane County Circuit Court
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