

Learning Consultant

Date Posted: Oct 4, 2024

Requisition ID: 450443

Location:

Indianapolis, IN, US, 46204

The Office of Judicial Administration is responsible for the efficient administration of all agencies that operate under the direction of the Chief Justice and the Supreme Court. That includes 200 personnel; fiscal management; communication; technology; legal services; intergovernmental relations; services for the trial courts; and support for court boards, commissions, and committees. The Office is headed by Chief Administrative Officer Justin P. Forkner, who reports directly to the Chief Justice of Indiana and serves as the link between the Chief Justice and the agencies of the Court.

Salary: The salary for this position traditionally starts at \$59,800 but may be commensurate with education and/or experience.

To Apply: Please apply by October 24, 2024

About the Job:

This position serves as a Learning Consultant with the Indiana Office of Court Services Education Division. The position involves teaching agency curriculum, the development, coordination, administration, implementation, and support of in-person and online education and training for judicial branch personnel. The audience includes probation officers, problem-solving court staff, alcohol and drug program staff, pretrial service agency staff, community supervision officers, judicial officers, court personnel, and other justice system stakeholders, as assigned.

A Day in the Life:

Responsibilities may include, but are not limited to:

- Plan, develop, coordinate, teach, facilitate, and evaluate in-person and virtual education programs, including annual events, regional trainings and webinars for assigned judicial branch personnel
- Deliver and administer continuing education curricula and training to promote the implementation of evidence-based practices in criminal justice
- Conduct learning need assessments, draft curriculum, work with subject matter experts to develop appropriate training, and teach approved curricula as assigned
- Apply adult education theory and practice to curriculum development, course planning and faculty development responsibilities
- Manage, coordinate, facilitate certification or testing for probation officers, community supervision, and clientele seeking the court substance abuse management specialist credential, and community supervision officers undergoing risk assessment certification
- Event planning and coordination for events as assigned working effectively with a logistics coordinator
- Evaluate faculty, negotiating faculty fees, preparing speaker agreements in conjunction with the contracts department, coordinating and communicating with faculty
- Respond to education inquiries and monitor continuing education requirements and certification requirements as assigned
- Effectively use technological education tools such as laptops, computer applications, group audience response systems, multimedia projectors and presentation tools; set up, and test equipment, and troubleshoot and solve minor equipment problems
- Attend workshops, seminars, meetings
- Provide staff assistance to judicial conference committees and prepared materials for meetings

- Travel within the State and to courts to discuss education needs and deliver education programming as directed
- Additional duties as assigned

What You'll Need for Success:

Integrity

- Exercise discretion in handling confidential information and materials
- Maintain personal and business affairs in a manner that ensures public confidence in the integrity, competence, impartiality, and independence of the judiciary as well as avoid situations that could lead to conflict, or the appearance of conflict

Professionalism

- Interact with all persons in a respectful manner, maintain business-like appearance, and promote harmony in the workplace
- Interact with executive branch agencies, federal agencies, and judicial officers in a manner that promotes confidence and respect in the Office of Judicial Administration

Knowledge and Ability

- Understanding of the criminal justice system, court system, and community supervision
- Familiarity and knowledge of evidence-based practices in probation, problem-solving courts, court alcohol drug programs and pretrial release programs

Communication

- Communicating effectively orally and in writing as appropriate for the needs of the audience
- Collaborate and work effectively with internal and external subject matter experts, committees, and team members
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Critical Thinking

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Imagine curriculum, tasks or problems in a new or different way to create better solutions

Decision-Making

- Understanding the implications of new information for both current and future problem-solving and decision-making
- Be willing to take direction from supervisors and make decisions for the greater good of the agency
- Engage in collaborative decision-making with team members and supervisors that is consistent with the vision of the agency

Information Gathering

- Analyze data from multiple sources to complete clear and concise reports as well as complete with recommendations

Organization and Attention to Detail

- Manage assignments to ensure all tasks are completed within deadlines
- Effectively manage time and prioritization of tasks and projects
- Coordinate and track work in a proficient manner to ensure accuracy
- Prepare and maintain confidential records in an automated system
- Work on projects and different tasks simultaneously

Technology and Tool Usage

- Learn and adapt to new technologies within the Microsoft Suite as well as Supreme Court systems
- Familiarity with instructional design tools and virtual training platforms

Benefits package for full-time employees

The State of Indiana offers a comprehensive benefits package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) as well as vision and dental plans;
- Wellness program (offers a premium discount for the medical plan and gift cards);
- Health savings account, which includes bi-weekly state contribution;
- Deferred compensation 457B account (similar to 401k plan) with employer match;
- Two (2) fully funded pension plan options;
- A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:
 - 150 hours of paid new parent leave;
 - Up to 7.5 hours of paid community service leave;
- Combined 180 hours of paid vacation, personal, and sick leave time off;
- 12 paid holidays, 14 on election years;
- Group life insurance;
- Employee assistance program that allows for covered behavioral health visits;
- Qualified employer for the Public Service Loan Forgiveness Program;
- Free Parking for most positions;
- Free LinkedIn Learning access
- Hybrid Option for eligible employees/positions

Equal Employment Opportunity:

The Indiana Supreme Court is an Equal Opportunity Employer. Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code. If you are a qualified individual with a disability and will need reasonable accommodation to assist you in applying for the position or performing the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.