

City of  
**EDMONDS**  
Washington

**COURT ADMINISTRATOR**

<b>Department:</b>	Municipal Court	<b>Pay Grade:</b>	<b>NR-13</b>
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Judge

**POSITION PURPOSE:** Under administrative direction, directs, administers and manages the development and oversight of the operations and services of the Court; manages programs, staff and general administrative functions of the court office including policies, procedures and annual Court budget; oversees jury utilization, probation department, case flow management, records management and equipment; researches and prepares detailed reports and statistical analysis. Demonstrates application of generally accepted accounting principles (GAAP).

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates and reviews the work of assigned staff.
- Assigns work activities and coordinates schedules, projects and programs; provides constructive feedback.
- Reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Directs the employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Provides advice and counsel to staff; develops developmental work plans for staff; implements and/or recommends corrective actions, discipline and termination procedures as appropriate/necessary.
- Develops, administers, maintains, and oversees the budget including the annual budget, outside funding, revenues and sustainable funding models for the Department, Capital Improvement Program and Capital Facilities Program.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Recommends efficiencies to keep costs within established financial guidelines and approves department expenditures and implements adjustments.
- Directs and manages the programs and services of the Court ensuring compliance with applicable procedures, policy, regulations and statutes.
- Develops policies and procedures in consultation with the presiding judge to ensure efficient and professional operations.

## **JOB DESCRIPTION**

### **Court Administrator**

- Collaborates with the presiding judge to develop strategic plans and projects and directs and oversees the implementation of plans to ensure adherence to Washington State's judicial standards, regulations and statutes.
- Oversees and manages the use of the Washington State Judicial Information System (JIS) to increase productivity and efficiency.
- Directs and manages court website development and maintenance.
- Serves as a liaison to public and private agencies regarding judicial programs and services and manages communications and media relations related to the municipal court.
- Serves as the liaison officer communicating with Washington State auditors and representatives; establishes and maintains working relationships with judges, attorneys, public defenders, clerks, bank representatives, judicial commissions other state agencies and the public.
- Directs Department operations to maintain effective and efficient programs.
- Assures compliance and accountability with federal, state, and local regulations, policies and procedures and develops action plans and metrics.
- Analyzes operational results and assures the effective allocation and utilization of resources.
- Serves as staff on a variety of boards, commissions and committees.
- Prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings.
- Maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Reviews defendant case records and assures accuracy of documents; oversees the maintenance, retention and disclosure of records and documents; reviews statistical and monthly caseload reports.
- Communicates with other City administrators, personnel and outside organizations to obtain legal interpretations and develop schedules; coordinates activities and programs, resolves issues and conflicts and exchanges information.

#### **Required Knowledge of:**

- The concepts of the rule of law and other court-developed processes, including the essential elements of due process of law in both civil and criminal cases.
- Legal terminology, codes and processes by which the law is developed.
- Concepts of equal protection, due process, venue; various types of jurisdictions.
- Processes and procedures used in courts to resolve disputes, types of cases and knowledge of civil and criminal procedures and different burdens of proof.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Financial accounting GAAP and reporting procedures as required by statute.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

#### **Required Skill in:**

## **JOB DESCRIPTION**

### **Court Administrator**

- Planning, organizing and managing the programs and services related to a municipal court.
- Understanding the purposes and responsibilities of the court system.
- Navigating around and understanding the information sources within the Washington State Judicial Information System (JIS).
- Assisting court officials and others to understand their roles in the larger justice system and how they affect others and decisions made.
- Developing and administering program goals and objectives; implementing initiatives and recommendations in support of department and City goals.
- Responding to inquiries or complaints from customers, regulatory agencies or members of the general public.
- Exercising initiative and independent judgment within legal statutes and City guidelines and assure efficient and accurate implementation of procedures and policies.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Associates Degree in Business Administration, Criminal Justice or related field and six years of experience managing or supervising operations, services, or programs within a public court or legal system, responsibility for developing and administering policies/procedures, reviewing and tracking a variety of legal documents, and preparing detailed reports that includes three years of staff supervisory and budgetary responsibility for a department or major division or program with a department; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

State of Washington Driver's License

Other certifications and licenses may be required to be obtained within a specified period of time after hire

Must be able to successfully complete and pass background check.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Office and courtroom environment.
- Constant interruptions.

##### **Physical Abilities:**

**JOB DESCRIPTION**  
**Court Administrator**

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Lifting/carrying or otherwise moving or transporting up to 10lbs.

**Hazards:**

- Contact with angry and/or dissatisfied customers.
- Possible exposure to communicable diseases and illness from defendants and others in the courtroom and court office.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_