



Assistant Court Administrator

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| Department: | Municipal Court | Pay Grade: | NR-37 |
| Bargaining Unit: | Non-Represented | FLSA Status: | Exempt |
| Revised Date: | 09/26/2023 | Reports To: | Court Administrator |

POSITION PURPOSE: Pursuant to the terms of GR 29, all Edmonds Municipal Court personnel are under the supervision of the presiding judge and are employed by the judicial branch. Under the direction of the Court Administrator, this position oversees Edmonds Municipal Courts goals, policies, procedures, and objectives that guide the daily activities. Supervises, manages and evaluates work of assigned personnel. Manages, oversees and audits the Judicial Information System case data during daily operations. Manages and oversees and audits financial reporting, payroll, accounts payable, accounts receivable, Judicial Information System accounting and collections. Acts in the capacity as Court Administrator in the Court Administrator’s absence.

This position is subject to a one-year probationary period.

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.*

- Supervises the daily non-judicial operations of the court; advise, assist and evaluates subordinates as necessary; provides training to employees; participates in the selection, hiring; verifies timesheets, maintains vacation, sick leave, overtime and comp time records.
- Provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations. Provides advice and counsel to staff, develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages support staff functions, procedures and manuals for compliance with relevant laws and regulations; Implements the developed procedural and policy changes from the Court Administrator to increase the efficiency of the office; monitors existing procedures in response to law and regulation changes and takes action to correct any deficiencies.
- Implements approved court goals, policy statements, operating plans, methods and procedures for improvement; prepares resource requests; management reports and conduct staff meetings
- Represents the court in a leadership role on all appropriate committees or meetings with internal and external agencies and departments.
- Supervises, monitors and reviews the case flow, records management, juror utilization and facilities.

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- Supervises, monitors and reviews the timely collection and disbursement of all fines and court fees in conformance with state statutes.
- Identifies the necessary purchase of supplies and equipment for the court and arranges appropriate maintenance services for the repair of facilities and equipment.
- Maintains necessary records, including personnel; compiles statistical data and prepares required reports as assigned.
- Supervises the processing and docketing of legal documents filed in the court and the issuance of documents including warrants, summons and commitments orders.
- Supervises the providing of written and verbal technical information to the public; personally answers unique questions that subordinates cannot answer; receives and resolves complaints and problems from the public, other county departments and outside agencies.
- Provides back up of all accounts payable, accounts receivable, payroll and all fiscal operations of the court.
- Supervises monitors and reviews the security and integrity of all criminal records and file flow management; including the intake, retrieval, retention, and destruction of criminal records in accordance with state archival schedules and state retention guidelines. Provides quality control for all case related data that is entered on behalf of the court.
- Maintains necessary records, including personnel; compiles statistical data and prepares required personnel reports as assigned. Develops, implements, interprets and administers personnel guidelines and policies; monitors compliance with office personnel guidelines, policies, labor agreements, county policy and state and federal law, monitors and reviews the maintenance of personnel, leave requests and other human resource matters.
- Prepares, maintains, supervises the preparation and maintenance of reports and records of the court's work performance and production; evaluates operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
- Monitors expenditures and identifies needs; reviews and approves reports, purchases, and payments according to established policies and practices; and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Prepares, writes and administers various public communication on behalf of the court. Effective oral and written communication principles and practices to include public relations and public speaking.

Required Knowledge of:

- Understanding the roles and responsibilities of courts and principles of judicial independence [Trial Courts: including General Rule 29 (GR29)].
- Complete knowledge of the Judicial Information System (JIS/DISCIS)
- Principles and practices of public and court administration
- Principles of management and supervision
- Washington Court Rules and federal, state, and local laws, rules and regulations
- Legal terms as applicable to clerical and courtroom work
- Understanding of court-related codes, laws and procedures
- Principles and practices of courts of limited jurisdiction, social service delivery, and court proceedings
- Principles and practices of personnel administration including federal, state, and county laws, rules and regulations

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- Labor law and its application
- Planning and program development
- Standard office practices and procedures

Required Skill in:

- Ability to maintain confidentiality and tact in dealing with the public and coworkers.
- Ability to organize and supervise personnel engaged in work requiring accuracy and attention to detail.
- Ability to communicate effectively both orally and in writing.
- Meeting deadlines, working with multiple projects and overseeing, verifying, and validating the work of others, including those in other departments.
- Identifying and reporting discrepancies.
- Manage multiple projects and components concurrently, efficiently and accurately
- Gather and evaluate data and make recommendations
- Determine resource requirements
- Utilized standard office equipment, computer applications and the internet
- Work independently with a minimum of supervision
- Communicate effective both orally and in writing and graphically
- Make presentations and facilitate group communication
- Formulate recommendations and solutions to court needs
- Exercise independent and appropriate decisions making skills
- Manage organizational change
- Demonstrate mediation, negotiation and conflict resolution skills
- Work with diverse interest groups in a complex organization
- Appreciate the role of the judicial branch in relation to the other branches of government
- Make decisions within scope of assigned authority

MINIMUM QUALIFICATIONS:

Education and Experience:

Five (5) years related work experience of which two (2) years must have been in a supervisory capacity. Certification in the Court Management Program (CMP) offered through the National Association for Court Management is preferred.

An equivalent combination of education, training, and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Required Licenses or Certifications:

- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by-case basis.

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WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks

Hazards:

- Contact with dissatisfied or upset individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____