



CITY OF LYNNWOOD
invites applications for the position of:

Court Administrator

An Equal Opportunity Employer

SALARY

Hourly
\$44.83 - \$56.72

OPENING DATE: 08/07/13

CLOSING DATE: 08/25/13 11:59 PM

SUMMARY:

The Court Administrator provides strategic direction and has overall management authority and responsibility of all non-judicial functions of the Court, relieving the Judge of administrative tasks. The individual must exercise considerable discretion with respect to assignments and duties. The position is appointed by and serves at the pleasure of the Municipal Court Presiding Judge. Work is performed under managerial direction from the Presiding Judge. The position also functions as a department head and participates in the City's leadership team. The Court Administrator is responsible for providing strategic direction, program and budget development and coordination, and the development and implementation of policy and procedures, accounting management, caseload management, oversight of projects, contracts, liaison with other city departments and state and county agencies and other responsibilities as required for the non-judicial functions of the Court. It is the highest-level non-judicial position in the Court. Errors in work or judgment could result in inefficient operation, poor community relations or litigation against the court. Individuals are expected to apply effective office management practices, and to demonstrate knowledge of the statutes and rules governing court operation.

ESSENTIAL FUNCTIONS

- Provides leadership and manages the selection, supervision and evaluation of staff. Establishes work rules and performance standards. Conducts or oversees performance evaluations of assigned staff. Initiates and implements disciplinary and termination actions as warranted. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.

- Provides planning, leadership, direction and develops short and long-range plans, goals, and objectives for court operations.
- Reviews and analyzes existing operations and procedures, develops and implements changes to eliminate, simplify and/or improve efficiency and reduce costs.
- Prepares and justifies court budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Presents biennial budget to Mayor and Council for approval. Supervises all fiscal operations, payroll, collections, accounts payable, purchase and acquisition of supplies and equipment.
- Designs and implements effective caseload management programs to assure the efficient and timely processing of court cases, including hearing and trials.
- Manages probation division and works with the Probation Supervisor to coordinate court matters with probation procedures and policies.
- Manages the coordination of judicial time and trial calendaring, including jury management, scheduling, visiting judges, pro-tem judges, commissioners and interpreters.
- Manages the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations. Assures record retention in accordance with applicable laws and regulations.
- Oversees and coordinates the internal court information technology requirements.
- Analyzes and prepares court security plans and coordinates with local law enforcement on high-risk cases.
- Analyzes and prepares contingency plans for local court in case of emergencies and/or natural disasters.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.
- Plans, evaluates and makes recommendations regarding physical space, facility maintenance and improvements.
- Responsible for the management and coordination of external communications for the court including television news and print media.
- Establishes and maintains effective working relationships

with judges, attorneys, law enforcement, probation, various governmental agencies, external court customers and court staff.

- Participates in public outreach programs to increase awareness and understanding of the legal system
- Writes reports and conducts research as needed.
- Performs other work as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of policies, procedures and laws pertaining to the operation of courts. Thorough knowledge of principles of administration, supervision and organization, knowledge of trends in court management, state, federal and local laws.
- Skilled in the National Association for Court Management (NACM) core competencies: purposes and responsibilities of courts; caseload management; leadership; visioning and strategic planning; essential components; court community communication; resources, budget and finance; human resources management; education, training and development; and information technology management. Participate in continuing education and development in these court business areas.
- Ability to apply expert knowledge and expertise regarding court operations for decision-making on complicated issues.
- Ability to interpret legal documents, court rules, and legislative mandates in relation to court operations.
- Ability to manage, supervise and motivate a competent and professional staff. Makes decisions and develop options to issues having broad impact; facilitate organizational response to an issue; demonstrate understanding of global perspective and organizational development and behavior; consistently apply leadership principles, conflict resolution, proactive intervention, group facilitation skills, and contract and negotiation skills.
- Independently and collectively works with judges and staff on significant challenges, foster development of interpersonal skills in others; negotiate resolutions to conflicts which seem to be at an impasse; is sought out by others as the top level communicator in area of

expertise.

- Knowledge of general budget and accounting concepts and ability to manage the financial accounting of Municipal Court monies and funds.
- Advanced PC proficiency including word processing and spreadsheet software, and statewide case management systems.
- Ability to remain flexible to changing priorities. Strong organizational skills and caseload management skills.
- Advanced interpersonal skills to build and maintain effective working relationships with a variety of internal and external customers and contacts.

**MINIMUM
QUALIFICATIONS**

Bachelor's degree in business or criminal justice or closely related field plus five (5) years experience in court management or an equivalent combination of related education and experience. Prefer Certification in the Court Management Program (CMP) offered through the National Association for Court Management.

**ADDITIONAL
INFORMATION**

This is an exempt position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ci.lynnwood.wa.us/Jobs>

OUR OFFICE IS LOCATED AT:

City of Lynnwood
PO Box 5008
Lynnwood, WA 98046-5008
425-670-5084
425 670-5000
lcharles@ci.lynnwood.wa.us

Job #2013-00243
COURT ADMINISTRATOR
LC

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Court Administrator Supplemental Questionnaire

- * 1. The minimum qualifications for this position are a Bachelor's degree in business or criminal justice or closely related field plus five (5) years experience in court management or an equivalent combination of related education and experience. Do you meet these minimum qualifications?

☐ Yes ☐ No

- * 2. If you answered yes, please explain in detail how your education and work experience

meet these minimum qualifications. If you answered no, enter N/A.

- * 3. Based either on your own personal experience or your knowledge of the three branches of government where two or more branches of government find themselves in conflict, please detail what methods of resolving conflicts arising from the separation of powers are helpful and which are not.

* Required Question

Jill O'Cain | Court Administrator | City of Lynnwood

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