



The City of Toppenish Municipal Court invites applications for the position of: Court Administrator

Under supervision of the presiding Municipal Court Judge and within the governing framework of state statutes and local ordinances, this administrative and supervisory position is responsible for developing, implementing, and administering non-judicial functions and daily operations of the Municipal Court. The position supervises the court clerk position. Work may be varied in nature, but often follows prescribed procedures. Assignments may be repetitive. Position requires independent judgment and organizational skills. This position must maintain a high degree of confidentiality.

Work Schedule: Monday thru Thursday 7:15 to 6:15

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Court Management, Business Administration or related field with a minimum of three years of progressively responsible work experience in court administration and clerical work applying knowledge of court rules, regulations, policies and procedures.
- Five years of relevant professional court management experience may substitute for education requirement and progressively responsible work experience. Experience must be in Court Management/Administration duties.
- English/Spanish bilingual desired, but not required.

EXCELLENT BENEFITS: Salary Range: \$4,323 to \$5,416 per month

- Teamsters, FLSA Non-Exempt Position
- Medical
- Dental
- Vision
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- PERS Retirement
- Deferred Comp Program Available
- Longevity (after 2 years)
- Up to 40 hour Vacation cash out per year

HOW TO APPLY: Complete job description and application are available from City of Toppenish Human Resources or www.cityoftoppenish.us. Application, resume and cover letter must be submitted to Toppenish City Hall, Human Resources 21 West First Avenue, Toppenish, WA 98948 no later than 5:00 p.m. on Thursday, April 17, 2014.

The City of Toppenish is an equal opportunity employer.
Women and minorities strongly encouraged to apply.