



# ISLAND COUNTY JOB POSTING

|                    |                      |
|--------------------|----------------------|
| <b>DATE:</b>       | <b>JUNE 10, 2014</b> |
| <b>PAA#:</b>       | <b>043/14</b>        |
| <b>POSITION#:</b>  | <b>19125515</b>      |
| <b>PAY GRADE#:</b> | <b>NR-15</b>         |

|                        |                              |                        |
|------------------------|------------------------------|------------------------|
| <b>POSITION TITLE:</b> | <b>COURT ADMINISTRATOR</b>   | <b>NON-REPRESENTED</b> |
| <b>DEPARTMENT:</b>     | <b>DISTRICT COURT</b>        |                        |
| <b>SALARY:</b>         | <b>BASE: \$28.06/HR</b>      |                        |
| <b>HOURS OF WORK:</b>  | <b>8:00 A.M. – 4:30 P.M.</b> |                        |
| <b>CLOSING DATE:</b>   | <b>JUNE 18, 2014</b>         |                        |

## GENERAL STATEMENT:

SEE JOB DESCRIPTION

## DESIRED QUALIFICATIONS:

SEE JOB DESCRIPTION

## SPECIAL REQUIREMENTS:

SEE JOB DESCRIPTION

**Filing of an Application:** A completed original Island County Application form is required. A resume submitted in lieu of a completed application will not be processed. Applications are available in the Personnel Office, or on-line.

**Applicants are responsible** for supplying all information relative to their qualifications for the position.

**Equal Employment Opportunity** - Island County is an Equal Opportunity Employer and does not discriminate on the basis of political affiliation, age (40 or over), sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification; PROVIDED, that the prohibition against discrimination because of such disability shall not apply if the particular disability prevents the proper performance of the particular worker involved.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**Department of Human Resources/Personnel**  
P.O. Box 5000  
Coupeville, WA 98239-5000

**ISLAND COUNTY**  
**SUMMARY JOB DESCRIPTION**

**POSITION:** COURT ADMINISTRATOR—DISTRICT COURT  
**POSITION NUMBER:** 29125515  
**CURRENT EMPLOYEE:**  
**ANNUAL HOURS WORKED:** 2080

**1.0 MAJOR FUNCTION AND PURPOSE**

1.1 Employee in this position manages the routine coordination of the various non-judicial court functions, including supervision of the Court and Probation Staff.

**2.0 SUPERVISION RECEIVED**

2.1 Employee in this position is given significant discretion in the routine performance of their duties; supervision and guidance are received from the District Court Judge.

**3.0 SUPERVISION EXERCISED**

3.1 Employee in this position supervises the full and any part time employees in the District Court and Probation Department.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Responsible for planning, directing, implementing and managing daily court functions.

4.2 Responsible for the management and coordination of external communications for the court.

4.3 Oversees and coordinates the internal court information technology requirements

4.4 Responsible for the hiring, training, supervision and disciplining of court and probation personnel and volunteers. Maintains personnel records, including payroll.

4.5 Plans, assigns and reviews the work of staff, conducts employee performance evaluations

4.6 Manages case flow, jury management, court records, plans and implements the procedural and administrative functions of the court.

- 4.7 Manages the fiscal and financial accounts of the court including banking activities, prepares and administers the annual budget; purchases supplies and equipment
- 4.8 Prepares and manages required audit reports.
- 4.9 Responsible for keeping informed of and managing changes due to updates in legislation, case law, or court rules that directly affect the court.
- 4.10 Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.
- 4.11 Perform other duties as directed.

## **5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 5.1 Valid Washington State Drivers License.
- 5.2 Familiarity with legal terminology and administrative operation of court systems.
- 5.3 Maintain a high standard for accuracy, completeness and efficiency in the preparation and dissemination of reports.
- 5.4 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situation, relate to various personality styles in a calm, professional manner.
- 5.5 Effectively communicates with others for purposes of gathering and relating information.
- 5.6 Understands the need for maintaining confidentiality of sensitive information.
- 5.7 Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- 5.8 Operate standard office machines and equipment including computer software for JIS, JABS, VINE, and county accounting functions

## **6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

- 6.1 High school diploma or equivalent, and as otherwise indicated in 5.1.
- 6.2 Bachelor's Degree in Judicial or Public Administration and/ or prior court or judicial administration highly desirable.
- 6.3 Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO**

**CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB  
CHANGE.**

|             |                        |
|-------------|------------------------|
| _____       | _____                  |
| <b>DATE</b> | <b>DEPARTMENT HEAD</b> |
| _____       | _____                  |
| <b>DATE</b> | <b>EMPLOYEE</b>        |