

AIRWAY HEIGHTS MUNICIPAL COURT
13120 W. 13TH AVENUE 2ND FLOOR (Physical Address)
AIRWAY HEIGHTS, WA 99001



AIRWAY HEIGHTS MUNICIPAL COURT
Invites applications for the position of:

MUNICIPAL COURT ADMINISTRATOR

SALARY RANGE: \$6,193.00-7,395.00/month

OPENING DATE: **May 6, 2020**

CLOSING DATE: **June 1, 2020**

JOB SUMMARY:

Responsible for the management of personnel performing personnel court functions. Reports to the Presiding Judge, responsible for compliance with statutory requirements of the position, the management, support, development and implementation of judicial personnel programs, policies and procedures. Performs duties at the professional expert level requiring application of knowledge and expertise for decision making on complicated issues. These decisions often require proactive intervention and have wide or precedent setting impact. Requires problem resolution skills applied in a high visible environment.

EXAMPLES OF DUTIES:

- Responsible for planning, directing, implementing and managing daily judicial personnel court functions.
- Responsible for the management and coordination of external communications for the court including television news and print media.
- Oversees and coordinates the internal court information technology requirements.
- Handles or oversees sensitive, complex, or critical issues.
- Responsible for the training, supervising and disciplining of judicial personnel employees.
- Plans, assigns and reviews the work of staff, conducts employee performance evaluations with the Judge and recommends salary increases.
- Manages case-flow, jury management, court records and physical plant and equipment needs of the court. Plans and implements procedural and administrative functions for the court.
- Manages grants, contracts, divisions (such as probation), and the accounting for collection of fines, fees and bail postings.

- Responsible for keeping informed of and manage changes due to updates in legislation or court rules that directly affect the court.
- Manages fiscal policies and procedures including the preparation, presentation and monitoring of the annual budget, payroll, purchasing and accounts payable.
- Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.
- Performs other work as assigned.
- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- Weekend attention to emails and documents required.
- This position is not covered under the Fair Labor Standards Act (FLSA).

MINIMUM REQUIREMENTS:

This is a highly skilled position requiring excellent organizational skills and time management. The position requires a person who is self-motivated, responsible, and detail oriented. Ability to work respectfully and courteously in potentially difficult circumstances is a must.

A Bachelor's degree with a minimum of three years' experience in professional management position within the justice system preferred. Candidates with comparable court management and administrative experience will also be considered. Relevant professional court management experience may substitute year for year for education requirement.

A master's degree in related field, Institute for Court Management Fellowship, or other relevant court management education may be substituted for one-year of court management experience.

APPLICATION PROCESS:

Interested candidates should send a resume, letter of interest, with 3 professional references to:

Airway Heights Municipal Court
 Attn: Angelle M. Gerl, Presiding Judge
 1208 S. Lundstrom St.
 Airway Heights, Washington 99001

Applications may also be emailed to: agerl@cawh.org

Incomplete applications will not be considered. Interviews will be scheduled in June 2020.