



# ISLAND COUNTY JOB POSTING

<b>DATE:</b>	<b>MARCH 20, 2015</b>
<b>PAA#:</b>	<b>021/15</b>
<b>POSITION#:</b>	<b>41125510</b>
<b>PAY GRADE#:</b>	<b>NR-13</b>

<b>POSITION TITLE:</b>	<b>ASSISTANT COURT ADMINISTRATOR</b>	<b>NON REPRESENTED</b>
<b>DEPARTMENT:</b>	<b>SUPERIOR COURT/JUVENILE COURT</b>	
<b>SALARY:</b>	<b>BASE: \$26.58/HR</b>	
<b>HOURS OF WORK:</b>	<b>8:00 A.M. – 4:30 P.M.</b>	
<b>CLOSING DATE:</b>	<b>APRIL 10, 2015</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

Authorization No.:  
Position No.:  
Pay Grade:  
Date:

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

**POSITION:** ASSISTANT COURT ADMINISTRATOR  
SUPERIOR/JUVENILE COURT  
**POSITION NUMBER:** 41125510  
**CURRENT EMPLOYEE:**  
**ANNUAL HOURS WORKED:** 2080

### **1.0 MAJOR FUNCTION AND PURPOSE**

1.1 Employee in this position is responsible for the management of the Superior Court Administration Office functions including, but not limited to the budget, personnel records, and payroll reports for Superior Court and Law Library. Employee in this position also supervises Juvenile Court Probation Counselors as well as maintaining a caseload of diverted and/or adjudicated juvenile offenders and provides probation services as required by statutes covering the juvenile justice system. Employee has substantial contact with judges, lawyers, litigants and potential jurors. Employee is responsible for the operation of the Juvenile and Superior Court Services in the absence of the Administrator.

### **2.0 SUPERVISION RECEIVED**

2.1 Employee in this position is given significant discretion within the scope and policy and regulations in the performance of his/her duties. Minimal supervision is given by the Juvenile and Superior Court Administrator and the Superior Court Judges.

### **3.0 SUPERVISION EXERCISED**

3.1 Employee in this position supervises Juvenile Probation Counselors and Administrative Assistants, Bailiff, Assistant Court Manager and Judicial Assistant.

### **4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Responsible for the training and supervision of all support staff. Plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures and legal regulations.

- 4.2 Conducts or oversees performance evaluations and initiates and implements disciplinary actions as warranted.
- 4.3 Responsible for providing training, instruction and evaluations of staff as directed by the Administrator.
- 4.4 Responsible for the coordination and preparation of policy and procedures for the departments.
- 4.5 Responsible for the initial investigation into department complaints made by clients or other citizens.
- 4.6 Provides payroll information to Auditor's office for Superior Court staff which includes hours worked and vacation and sick leave used.**
- 4.7 Determines security need for court cases and arranges for such. Arranges for alternative court facilities when necessary.**
- 4.8 Coordinate the preparation of the annual budget with the Court Administrator.
- 4.9 Prepare monthly and other required reports.
- 4.10 Updates website.
- 4.12 Responsible for facilitating and/or co-facilitating intervention programs for youth and families as directed by the Administrator.
- 4.13 Responsible for preparing reports to the court including predisposition and violation reports. Provides testimony in court as to the reports and other hearings as necessary.
- 4.14 Responsible for supervising juvenile court orders of disposition to ensure all requirements of the order are met, facilitate hearings related to the BECCA legislation and responsibilities associated with Family Court.
- 4.15 Responsible for conducting risk assessments, re-assessments and provide individual instruction through various classes in compliance with the consolidated contract and others as necessary.
- 4.16 Responsible for supervising compliance to the risk assessments and re-assessments timelines. Provide quality assurance measures for the collection of data. Coordinate classes and projects and supervise outcome measurement commitments.
- 4.17 Responsible for maintaining accurate records and database of youth and families who receive intervention services.
- 4.18 Perform other tasks as directed.

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

- 5.1 Knowledge of statutes covering the juvenile justice system and experience in criminal matters, court rules and procedures of Superior Court.
- 5.2 Good working knowledge of time-management skills, both for self and staff. Knowledge of litigation support tasks.
- 5.3 Independent and self-motivated to complete required deadlines by priority of tasks and ability to take direction from more than one individual.
- 5.4 Effectively communicate with others for purposes of gathering and relating information, including maintaining a high level of efficiency and decorum in dealing with the public.
- 5.5 Familiarity with a variety of information resources available to function with various departments, as well as to accurately respond to the different types of request generated by the community when dealing in various tasks.
- 5.6 Ability to perform a variety of specialized, complex, and technical duties relating to the operations of the court system.
- 5.7 Ability to effectively supervise staff and responsible for training of new staff and/or part time assistants.
- 5.8 Ability to schedule court appearances for matters on the court calendar such as suppression hearing; restitution hearings and show cause hearings.
- 5.9 Ability for acting as a liaison between the Prosecutor's office, law & justice agencies and various state and county agencies. Ability to rapidly prioritize and accurately complete multiple tasks.
- 5.10 Familiarity with juvenile legal trends and requirements.
- 5.11 Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- 5.12 Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports.
- 5.13 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations and relate to various personality styles in a professional manner.
- 5.14 Understand the need for maintaining confidentiality of sensitive information. Ability to act as Court Administrator in his or her absence, Assistant Court Manager and a Judicial Assistant.

**6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

- 6.1 Valid Washington State Drivers License.
- 6.2 Successful completion of the Washington Criminal Justice Training Commission Academy. (Or the ability to complete in six (6) months)
- 6.3 BA or BS degree in Human Services, Criminal Justice, Social work or a related field.
- 6.4 Prior experience in management, social work and/or juvenile justice preferred.
- 6.5 Ability to successfully complete various required training classes and obtains certificates necessary for functional skill 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>