



SNOHOMISH COUNTY
invites applications for the position of:

District Court Administration, Assistant Director

SALARY: \$32.61 - \$46.08 Hourly
\$5,652.26 - \$7,987.20 Monthly
\$67,827.12 - \$95,846.40 Annually

OPENING DATE: 04/03/15

CLOSING DATE: 04/24/15 05:00 PM

DESCRIPTION:

BASIC FUNCTION

The primary duties are to assist with the planning, directing, coordinating and managing the operations of the consolidated Snohomish County District Court, including court and probation functions. Responsibilities include assisting with the administrative functions of the court, probation and non-judicial personnel. Develops, implements and applies court and probation policies, procedures and rules governing administrative functions and non-judicial personnel.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists with planning, organizing, coordinating, and managing the non-judicial operations and administrative functions of the district court and district court probation.
2. Assists with direct financial management for the court including budget preparation; preparation of program plans, goals and objectives, and funding requests; authorizes expenditures.
3. Assists with directing the overall direction of court and probation operations including case flow records management, juror utilization and facilities management.
4. Assists with administration of personnel policies and functions for the court; assists with the hiring, supervision, discipline, and termination of all non-judicial personnel; responsible for assisting with the supervision of all administrative and probation staff of each division of the court as necessary.
5. Performs audits of district court division to verify implementation of correct division operations; makes necessary corrections to division operations consistent with district court policies and procedures.
6. May perform the duties of a division supervisor as required.
7. Assists with developing, recommending, directing, and implementing goals, policy statements, planning and research associated with the court and probation; works with the director on a wide range of special projects.

8. Assists with direct liaison functions, media and public relations for the court; assists with coordinating interactions of court system with other branches of government, public and private attorneys and other interested parties; assists with the responsibility of producing informational reports that describe court business and operations.

STATEMENT OF OTHER JOB DUTIES

9. Assumes the duties of the Director in his/her absence.

10. Performs related duties as required.

MINIMUM QUALIFICATIONS:

A Bachelor's degree, OR, a two (2) year college degree; AND, a Court Management Institute degree; AND, five (5) years of increasingly responsible experience in court administration or criminal justice program administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- role of courts of limited jurisdiction in relation to state courts;
- the theory, principles and practices of court management;
- case flow management;
- jury management;
- principles and practices of personnel administration and labor relations;
- principles and practices of intergovernmental and interagency relations;
- budget development and administration;
- planning and program development;
- principles and practices of public administration.
- standard office practices and procedures.

Ability to:

- manage multiple projects and components concurrently, efficiently and accurately;
- gather and evaluate data and make recommendations;
- determine resource requirements;
- utilized standard office equipment, computer applications and the internet;
- work independently with a minimum of supervision;
- communicate effectively both orally and in writing and graphically;
- make presentations and facilitate group communication;
- formulate recommendations and solutions to court needs;
- exercise independent and appropriate decisions making skills;
- manage organizational change;
- demonstrate mediation, negotiation and conflict resolution skills;
- work with diverse interest groups in a complex organization;
- appreciate the role of the judicial branch in relation to the other branches of government;
- make decisions within scope of assigned authority.

SUPERVISION

The employee works under the authority of the judges of the Snohomish County District Court and under the supervision of the Director of District Court Administration. Work is performed with

considerable independence and is reviewed through observation, meetings, and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. This position oversees court operations at the following locations; Cascade Division - Arlington, WA, South Division - Lynnwood, WA, Everett Division - Everett, WA, Evergreen Division - Monroe, WA

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553/Job-Listings>

Position #1124-2015
DISTRICT COURT ADMINISTRATION, ASSISTANT DIRECTOR
RV

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

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District Court Administration, Assistant Director Supplemental Questionnaire

- * 1. Describe your ability to use word processing, electronic spreadsheet, database, and specialized court/case management software (AOC/BOXY, NEOGOV/BDT/HIGHLINE/WEBMASTER)

- * 2. How would you describe your work style?

- * 3. Describe your ability and experience in monitoring personnel policies, (hire, fire, discipline, termination, FMLA, union protocols, vacation/leave/vacancy, staffing analysis); your ability and experience in preparing budget reports.

- * 4. What causes the greatest time management frustrations for you and what methods do you use to stay on track?

- * Required Question