



SPOKANE COUNTY
invites applications for the position of:

Superior Court Administrator

SPOKANE COUNTY

SALARY: \$6,197.64 - \$8,362.86 Monthly
\$74,371.68 - \$100,354.32 Annually

OPENING DATE: 09/29/15

CLOSING DATE: 10/30/15 04:30 PM

DEPARTMENT: Superior Court

JOB SUMMARY:

NOTE: This is an "at will" position working under the direction and supervision of the Superior Court judges with daily supervision provided by the presiding judge.

This is judicial administration and supervisory work for the Superior Court. Duties include oversight of daily court operations, development and implementation of policy and procedures, budget development, case-flow management, oversight of projects, grants, contracts and other responsibilities as required. This position reports to the Presiding Judge of Superior Court.

EXAMPLES OF DUTIES:

(Duties include, but are not limited to the following)

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

Responsible for hiring and training the Court Administrator's staff. Plans, assigns and reviews the work of staff, conducts employee performance evaluations and recommends salary increases as provided by Superior Court and County policy. Administers discipline as needed.

Manages fiscal policies and procedures including the preparation, presentation and monitoring of the annual budget, payroll, purchasing and accounts payable.

Responsible for grants and contracts.

Manages case-flow, jury operations, physical plan and equipment needs of the court.

Coordinates with the Administrative Office of the Courts for utilization of visiting Judge program.

Oversees and coordinates internal court information technology requirements.

Assists Presiding Judge in networking with other governmental agencies, Bar Association, and other public and private groups.

Handles and oversees sensitive, complex or critical issues.

In coordination with the Presiding Judge, responsible for the management of external communications with new media.

Prepares agenda and minutes of Judges' meetings.

Compiles statistics and other data, prepares and makes reports as may be required.

Makes recommendations to Judges for improvement of administration of court.

Provides leadership in court matters at the state and local level through active participation in task forces, committees and association meetings, especially those arising out of the Administrative Office of

the Courts, the Association of State court Administrators, and the County Bar Associations.

Performs other related duties, as required.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: A Masters's degree in court, judicial, public or business administration, and five (5) years of progressively responsible court administrative or management experience including three (3) years of supervisory responsibility. Training through the Institute of Court Management or similar Court Administration specialty training is preferred.

LICENSE: None.

SELECTION FACTORS:

Thorough knowledge of:

- Principles of administration, planning, supervision and organization.
- National Association for Court Management (NACM) core competencies: Purposes and responsibilities of courts; case flow management; leadership; vision and strategic planning; essential components; court community communication; resources, budget and finance; personnel management; education, training and development; and information technology management.

Knowledge of:

- Policies, procedures and laws pertaining to the operation of courts.
- Trends in court management, state and local laws.
- General budget and accounting concepts.
- Office software tools as used by the courts.

Ability to:

- establish and maintain effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.
- participate in continuing education and development in the NACM core competencies.
- make decisions and develop options to issues having broad impact; facilitate organizational response to an issue.
- demonstrate understanding of global perspective and organizational development and behavior.
- consistently apply leadership principles including effective conflict resolution skills; negotiate the resolution of conflicts including those that seem to be at an impasse.
- foster the development and use of effective interpersonal skills in others.
- facilitate problem solving process at the organizational level and develop problem solving skills in others.
- develop collection and analysis methods for statistical analysis and reports.
- design, implement and modify personnel database systems.
- independently and collectively counsel judges and staff on significant challenges.
- identify and advocate for changes necessary to better meet customer needs.
- provide guidance to the court in areas of expertise.
- communicate effectively both orally and in writing.

APPLICATIONS MUST BE FILED ONLINE AT:

<http://spokanecounty.org/HR>

Position #15-00236
SUPERIOR COURT ADMINISTRATOR
LW

1229 West Mallon Avenue
Spokane, WA 99260
509-477-5750

Human Resources Civil Service
(509) 477-5750 (509) 477-4711

hr@spokanecounty.org cs@spokanecounty.org

Superior Court Administrator Supplemental Questionnaire

- * 1. From an analysis of the position we have identified critical knowledge and abilities required for successful performance. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates you possess these particular qualifications. The manner in which you describe your qualifications will be considered an example of your ability to organize your thoughts and present information clearly and concisely. We are asking you to go through this process to enable us to give you full credit for all relevant accomplishments. This information will be used to determine who will be invited to continue in the selection process. Therefore, it is to your advantage to complete these supplemental questions thoroughly and accurately. You cannot be credited for experience or training you do not include. Responses such as "see resume," "see attached," or "see application" will not be accepted. I understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability. I understand that any falsification may cancel any terms, conditions or privileges of employment.
- Yes, I agree to this
- No, I do not agree to this
- * 2. Describe your experience, abilities and skills in supervising and managing employees. For each supervisory assignment, describe: a) the size of the staff you supervised, with dates and description of supervisory structure; b) the types of duties performed by the staff; c) your responsibility for hiring and training; d) your responsibility for assigning and reviewing work assignments; e) your experience conducting regular performance evaluations; f) your experience addressing disciplinary problems and responding to grievances. Include principles and practices of supervision you've utilized and their effectiveness in your management. Describe how you handled your most complex employee relations issue.
- * 3. Describe your experience with developing and administering a program budget, budget practices and procedures in the State of Washington or other public sector environments. Include the scope of your involvement in the budget process, the size of the budget and tools used to develop, administer and/or monitor the budget throughout the fiscal year. Include your experience: a) preparing baseline budgets, collecting data and drafting budget change proposals; b) preparing official budget reports or communications, or making oral presentations to funding bodies; and c) conducting formal staff training for budget preparation and/or budget program implementation.
- * 4. Describe your experience representing your organization externally (e.g. to public organizations or special interest groups, governmental agencies, committees, and legislators). Include: a) the nature of the representation and your role; b) your responsibility to identify and develop needed relationships and negotiate on behalf of your organization; and c) your authority to commit your organization to a course of action.
- * 5. Describe your experience managing court administrative functions. Identify the areas you have managed and the extent of your responsibility. Include any experience in court automation (including data and records management systems), specialized or problem solving courts such as Drug Court and Unified Family Court, and maintaining effective working relationship with judges, attorneys, departmental officials and law enforcement personnel.
- * 6. Describe your experience with policy or standards development and include any experience you have had staffing policy-setting bodies. This can also include any experience you have had developing or drafting court rules, administrative regulations or legislation.
- * 7. The minimum requirements for this job include a Master's degree in court, judicial, public or business administration, and five (5) years of progressively responsible court administrative or management experience including three (3) years of supervisory responsibility. Do you meet this requirement?
- Yes
- No
- * 8. Have you had training through the Institute of Court Management or similar Court Administration specialty training? This is preferred, but not required.

Yes

No

* Required Question