

**JOB ANNOUNCEMENT**  
**GRAYS HARBOR COUNTY DISTRICT COURT**

**Grays Harbor County District Court** has an opening for a District Court **Administrator/Director** of Probation Services. \$7,392 - \$8,161 plus benefits. This position is appointed by the Judge(s) of the Court. The Administrator has administrative responsibility for all non-judicial functions of the Court and plans, implements and manages the daily operations of the Court and Probation.

The District Court Administrator/Director of Probation Services reports to the Presiding Judge, and is 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 and precedent setting impact. Requires problem solving resolution skills applied in a high visible environment.

**MINIMUM QUALS:** Bachelors of Arts Degree in judicial administration, public or business administration; minimum of two years' experience in a professional management position in the criminal justice system. Qualified experience may be substituted for education on a year for year basis; must be bondable; valid WSDL is required and applicants will be subject to a background check.

Go to <https://www.governmentjobs.com/careers/graysharbor> to apply and/or to review the complete job description. Closing: March 22, 2021 at 5:00 p.m. GRAYS HARBOR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.