



**CITY OF BAINBRIDGE ISLAND**  
**invites applications for the position of:**

## **Court Administrator**

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**SALARY:** \$7,470.00 - \$9,368.00 Monthly  
\$89,640.00 - \$112,416.00 Annually

**OPENING DATE:** 02/01/22

### **JOB PURPOSE/SUMMARY:**

Open until filled. Cutoff for review of applications: 8 am, April 25, 2022.

The Bainbridge Island Municipal Court is seeking a full-time Court Administrator. The Municipal Court is a local court consisting of two Senior Judicial Specialists (court clerks), a part-time security officer, and a part-time Judge.

The ideal candidate:

- Has worked in a court or legal setting for at least five years;
- Has experience using the Statewide Judicial Information System (JIS);
- Possesses managerial experience, preferably in a court, government, or unionized setting;
- Is able to manage financial activities of the court including banking, collections, budgeting, and payroll.
- Has excellent computer and organizational skills;
- Possesses excellent interpersonal, collaboration, problem-solving and communication skills;
- Is able to interact with the public with poise and tact in stressful situations; and
- Is independent and self-motivated to meet required deadlines while simultaneously completing other tasks.

The Court Administrator directs and manages the administrative functions of the City's municipal court; responsible for leadership, staff supervision, planning, budgeting, schedules, caseflows, daily court operations, jury management, probation management, records, and coordination with judges, prosecutors, defendants and others. The Court Administrator oversees financial management of the court.

### **About the City of Bainbridge Island**

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

### **City Vision**

A healthy Bainbridge Island, now and for future generations.

### **City Mission**

Serve and respond with skill, trust, and care.

### **City Values**

- Stewardship: We manage our resources with intention.

- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

## **ESSENTIAL FUNCTIONS:**

- Manages court functions through effective planning, staff management, and resource allocation: develops goals and priorities, monitors operations and service delivery procedures, and ensures activities are in compliance with all laws, policies, regulations and goals.
- Manages, organizes and coordinates daily operations; prioritizes and assigns tasks and training; coordinates with other law enforcement and justice agencies, and provides information within scope of authority; tracks and reviews work progress and activities; schedules staff to meet caseload and job demands; assures that all administrative issues are addressed and resolved.
- Meets regularly with staff to resolve workload and technical issues; provides direction and guidance in technical and procedural issues; trains, cross-trains, counsels, coaches and instructs employees; monitors work, evaluates work performance and implements disciplinary actions.
- Trains employees on equipment and procedures; provides direction and guidance on technical and policy issues; ensures that records and confidential materials are handled in accordance with rules and regulations; verifies database record entries contains complete and accurate information.
- Monitors case flow and court document processing, ensuring case processing operations meets State standards and performance measures; analyzes current case management practices and trends, and develops procedures and training programs to improve operations.
- Oversees accounting and collections functions, and assures programs meet auditing criteria; monitors budget and expenditures; assists with development of Court budget; reviews employee timesheets and leave requests.
- Provides assistance and supervision to assigned staff; trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; provides or coordinates staff training; implements discipline.
- Maintains and enforces absolute confidentiality of work-related issues, records and information; monitors staff compliance to security procedures and privacy laws, policies and guidelines.
- Coordinates with the City's management team; works closely with the Judge, City Manager and department directors to accomplish Citywide and municipal court goals.
- Maintains timely and regular attendance.
- Other duties as assigned.

## **PREFERRED QUALIFICATIONS:**

A bachelor's degree in public administration or a related field and five to seven years of legal and judicial management experience; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

### **Knowledge of:**

- City organization, operations, policies and procedures.
- Criminal justice system court processing procedures, functions, rules and policies.
- Applicable state and federal laws, rules, codes and regulations.
- State Judicial Information System.
- Legal and law enforcement forms, procedures and terminology.
- Principles of management, administration, budgeting, accounting, record keeping and supervision as they relate to management of court staff and administration of the department.

- Financial management best practices, such as account reconciliation, collection procedures, budgeting, and auditor requirements.
- Modern office procedures, methods and equipment, including computers and computer applications, such as word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation, and principles of business correspondence.

**Ability to:**

- Organize, prioritize and coordinate office work processes to ensure operational efficiency.
- Read and comprehend court legal mandates, codes, regulations, procedures and instructions.
- Manage diverse work activities of highly skilled subordinates in a manner conducive to efficient performance, high morale and effective proceedings.
- Effectively lead, select, train, supervise and evaluate personnel.
- Interact with emotionally distraught, irate and combative individuals in a tactful, courteous and professional manner.
- Maintain confidentiality of sensitive information.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Institute changes to practices and procedures when needed.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Learn new computer programs and technical equipment in a timely manner.
- Communicate effectively both orally and in writing.

**License and Certification Requirements**

- Valid Washington State driver's license is required.
- Must be able to successfully complete and pass a background check.

**ADDITIONAL INFORMATION:**

**COVID-19 Vaccination**

Effective August 27, 2021, all new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date. If you have questions or would request an accommodation for this requirement due to a disability or religious reason, contact [Human Resources](#) for further information.

**Working Conditions**

The regular work schedule is generally Monday through Friday, 7:30 am to 4 pm. Attendance at night court or other events outside regular hours may be required from time to time. Work is primarily performed in office and court settings, which are busy, oriented to public service and subject to regular work interruptions. Noise level is moderate.

**Physical Requirements**

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to bend at the waist, kneel, crouch, reach above shoulders and horizontally or otherwise position oneself to accomplish tasks. The work may require the individual to sit for extended periods of time. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

**Additional Salary Details**

The salary range for this position is \$7470-\$9368 per month. The hiring range is \$7470-\$8365 per month. Step increases are attained annually based on satisfactory performance.

*The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.bainbridgewa.gov>

Position #0112  
COURT ADMINISTRATOR  
KB

280 Madison Ave N  
Bainbridge Island, WA 98110  
206-780-8593

[kbrown@bainbridgewa.gov](mailto:kbrown@bainbridgewa.gov)

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## **Court Administrator Supplemental Questionnaire**

- \* 1. Please tell us why you would like the opportunity to serve as Court Administrator.
- \* 2. How many years have you worked in a court and/or legal setting?
- \* 3. Please describe your court and legal experience.
- \* 4. Please describe your financial management experience.
- \* 5. How many years of experience do you have managing others in the workplace?
- \* 6. Please describe your managerial experience.
- \* Required Question