



KITSAP COUNTY
invites applications for the position of:
**DISTRICT COURT
ADMINISTRATOR**

SALARY: \$97,581.12 - \$137,879.57 Annually

OPENING DATE: 03/30/22

CLOSING DATE: Continuous

OVERVIEW:

DISTRICT COURT ADMINISTRATOR

Kitsap County District Court is looking for an Administrator to join our team!

Kitsap County is the best of all worlds!
Small communities, friendly people, and miles of waterfront
It's a great place to live, work and play!

Kitsap County, located on the Kitsap Peninsula, is a short ferry ride across the Puget Sound from Seattle. The "natural side of Puget Sound", Kitsap is a beautiful place to live and experience spectacular vistas: over 200 miles of saltwater shoreline, snow-capped mountains, estuaries and lakes, and forests and parks. Communities -- from Bainbridge Island, Kingston, Poulsbo and Port Gamble to Silverdale, Bremerton, Port Orchard, Manchester, and Olalla -- feature entertainment venues, artists and specialty shops, and so much more.

A bronze statue of Lady Justice, the personification of the law. She is a female figure standing, wearing a long, flowing robe. She holds a pair of scales of justice in her right hand and a sword in her left hand. The statue is set against a solid orange background.

Position Summary

The Court Administrator serves as the Court Executive Officer (CEO) for the Kitsap County District Court. The Court Administrator works under the direction and supervision of the Presiding Judge in accordance with General Rule 29 and all applicable state laws. This position assumes full responsibility for the planning, directing, implementation, and management of all the non-judicial, daily operations of the court. The incumbent coordinates and supervises Court support services on behalf of the elected judges of the District Court Bench. With broad direction from the Bench, the Administrator develops and implements policies and procedures, the court budget, oversees personnel management and development, and provides oversight of projects, grants, contracts, ensures continuity of court operations, case-flow management, and performs other responsibilities as required.

The Administrator also serves as an advisor to the Bench and is the liaison between the Bench and all other governmental agencies, including county, state and national, as well as judicial branch partners. The Administrator works at the pleasure of and directly for the Bench. The Bench

delegates the power of final administrative decision to the Administrator, except that which is statutorily directed to the Bench. The Administrator operates with latitude for independent action and decisions commensurate with demonstrated ability to effectively implement the goals, decisions and orders of the Judges.

The successful candidate will have knowledge of the principles and practices of county government, with emphasis on court specific operations, organization, and administrative procedures. Must have knowledge of federal, state, and administrative laws as they relate to Court administration; strategic planning; and organizational/management skills including labor relations, relationship building, coaching, program planning, budgeting, and communications.

The candidate chosen will have proven leadership and strong management skills, along with the ability to interpret and maintain the vision and values of the Bench when making decisions, implementing recommendations, and when taking actions.

Kitsap County District Court

In addition to the law enforcement agencies (Kitsap County Sheriff's Office and Washington State Patrol) and the Kitsap County Prosecutor's Office, Kitsap County District Court also files and hears cases brought by the:

- Washington State Department of Wildlife
- Washington State Liquor and Cannabis Control Board
- Kitsap County Humane Society
- Washington State Department of Natural Resources
- Washington State and Kitsap County Parks
- Washington State Department of Labor and Industries
- Kitsap County Department of Community Development/ Zoning Enforcement
- Kitsap County Board of Health

The **Kitsap County District Court** has jurisdiction over misdemeanors and gross misdemeanor crimes. These crimes carry a maximum penalty of 364 days in jail and/ or a \$5,000 fine. The most common criminal charges include Domestic Violence (DV), Assault, and Theft. Criminal Traffic charges like Driving Under the Influence of Intoxicants (DUI) and Driving While License Suspended (DWLS) are filed into this Court. Traffic infractions including speeding, license tabs charges and equipment violations are also heard in this Court.

Probation Services of the District Court supervises offenders sentenced by the Court. Probation is a sentencing alternative to incarceration in jail. Referrals for treatment are made from this office. Probation Services monitors the offender's compliance with sentencing conditions set by the Court. These conditions might include No Contact Orders granted in cases of Domestic Violence or treatment for alcohol/ drug abuse ordered for DUI offenders.

The **Civil Division** processes Small Claims in amounts not exceeding \$10,000 and civil actions not exceeding \$100,000. It has jurisdiction over Unlawful Harassment petitions (such as neighbor disputes) and Protection Orders (family/ intimate partner matters). Petitions for name change are also heard in District Court.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

REQUIRED EDUCATION AND EXPERIENCE:

- A Bachelor's degree in public administration or closely related field
- Five years progressively responsible management experience in administration, operations, and personnel supervision, preferably in a court or legal environment
- Three years of supervisory and managerial responsibilities OR

- Any equivalent combination of experience and education that provides the applicant with the desired knowledge, skills, and ability required to perform the work
- Experience as a senior/supervisory level Court Clerk will be considered and can be substituted for management level experience. Each two years of experience can be substituted for one year of management level experience up to a maximum of 5 years.
- Certified Court Manager (CCM) Certification will be considered the equivalent of two years' experience in management in the justice system
- Combination of Certified Court Executive (CCE) Certification and CCM will be equivalent to four years' experience in management in the justice system

PREFERRED EDUCATION, EXPERIENCE, OR QUALIFICATIONS:

- A Master's degree or J.D. is preferred
- Preference will be given to candidates with additional years of experience of professional, managerial, and executive level positions with substantial emphasis on public and court management
- Experience creating and managing a budget
- Experience managing and responding to Public Records requests
- Experience in local government, especially in a unionized environment
- Executive level experience in local government such as a city/county manager
- Thorough knowledge of rules and procedures related to a court's case management system
- Ability and interest in case management, e-court filing, and applicable policies, procedures and software development/implementation
- Knowledge and understanding of court clerk duties
- Demonstrated ability to work as a collegial team member with court and probation supervisory staff, judges, and the court's internal IT staff

The successful candidate must have or be working towards obtaining a National Center for State Courts (NCSC) Certified Court Manager certification within six years of hire.

May be required to complete FEMA (NIMS) courses on Emergency Management.

Criminal Conviction Standards:

- The successful incumbent will or may have unsupervised access to a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.
- Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position: <https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

- The duties in this position are performed in an office setting utilizing standard office equipment
- Incumbents may be exposed to hostile individuals while in the courtroom setting

ILLUSTRATIVE EXAMPLE OF DUTIES:

- Assumes full management responsibility for court operations: plans, directs, implements, and manages the daily operations of the court.
- Conducts the planning and management for the changing physical needs of the court including space design, utilization, and maintenance.
- Oversees the maintenance, retention, and disclosure of records and documents in accordance with applicable rules, laws, and regulations.
- Monitors applicable state and local court rules laws and proposed legislation for any changes that affect court operations or case management.

- Coordinates judicial schedules including pro tem judges and court calendars.
- Directs website content and updates and redesigns and improves forms, notices and publications.
- Establishes and maintains cooperative, effective working relationships with judicial officers, attorneys, elected and appointed officials, justice partners, other branches of government, co-workers and members of the public.
- Coordinates with correctional agencies to facilitate appearances, including virtual or telephonic court proceedings.
- May act as the court liaison with government agencies, media and the public.
- Represents the court as an independent branch of government with legislative and executive bodies, including preparing materials for legislative or executive bodies.
- Ensures appropriate and timely research, analysis, and responses to public inquiries or complaints.
- Coordinates programs with all court divisions and other agencies concerning emergency planning and response including but not limited to other courts and the AOC.
- Participates in continuing education and development in the court business areas identified by the National Association for Court Management (NACM) as core competencies.
- Participates in continuing education and development related to leadership and management.
- Trains and informs staff on any new court procedures on the case management system or new legislative updates.
- Manages and supervises court personnel including but not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; addressing complaints, grievances and disputes; resolving problems; maintaining personnel files as needed; appraising performance; recommending promotions and disciplinary actions; implementing organizational changes; approving and scheduling leave time; and recommending terminations as appropriate.
- Serves as the official spokesperson of court management in labor negotiations.
- Performs work diligently, efficiently, equitably, thoroughly, courteously, honestly, truthfully, impartially, without bias or prejudice, and with transparency.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Demonstrates a commitment to diversity, equity and inclusion.
- Maintains the legally required confidentiality of the court, not disclosing confidential information to any unauthorized person, for any purpose.
- Informs, updates, and advises the presiding judge of financial conditions, program progress, and identifies issues and opportunities for improvement and/or policy changes.
- Oversees the development and administration of the court budget (e.g., data collection for the preparation of financial reports, approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate.)
- Responsible for all financial functions of the court including payroll, accounts payable, accounts receivable, cash handling, purchasing, and audits.
- Oversees grant management activities.
- Coordinates the court's disaster cost recovery efforts during proclaimed emergencies.
- Manages the court case flow and records, including the preparation of required reports.
- Oversees security measures and issues affecting court operations, including planning and reporting as required.
- Maintains high standards of professional ethics, upholding and promoting the independence, integrity, and impartiality of the judiciary and avoiding impropriety and the appearance of impropriety that might impugn the dignity of the court.
- Is willing and able to conform to the applicable Code for Judicial Conduct (judicial ethical standards) in the performance of all duties.
- Collaborates with the presiding judge to develop short-range and long-range strategic plans, best practices and projects, and directs and oversees the implementation of plans to ensure adherence to Washington State's judicial standards, regulations, and statutes. Formulates and recommends organizational changes for improving the operation of the court.
- Develops, oversees and implements the court's Emergency Management and continuity of operations planning, including attending emergency management briefings to exchange information, stocking and maintaining disaster preparedness-related supplies and equipment.

- Works closely with the court's information technology provider to determine technology needs, conveys requirements and coordinates implementation, support and maintenance.
- Manages the acquisition, installation and support of audio/video, computer and specialized court-related hardware and software, including those required for remote proceedings.
- Research, evaluate, and propose jail alternatives to confinement.
- Assures conformity of court emergency management programs with federal and state requirements.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

OTHER POSITION RELATED INFORMATION:

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is classified as exempt from overtime under the Fair Labor Standards Act (FLSA)
- This position is non-represented and covered under the Kitsap County Personnel Manual. **Internal applicants should be aware that a change in union status or bargaining unit may impact your benefits and accruals. Please contact Human Resources if you have questions.**
- This position is classified as "at will". Continued employment is at the discretion of the Presiding Judge.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.
- This recruitment is being used to fill an existing open position and may be used to fill future openings for up to six (6) months.
- Only authorized employees and hiring authorities have access to the application materials submitted. Per RCW 42.56.250, all applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant are exempt from public inspection.
- The District Court of Kitsap County recently issued Emergency Administrative Order 2021-11 which mandates Covid-19 vaccinations for all employees of District Court. If you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working for Kitsap County District Court.

This position is open until filled. Interested applicants are encourage to apply as soon as possible. First screening will begin the week of April 11, 2022 and interviews of qualified applicants will begin soon after.

DISTRICT COURT ADMINISTRATOR Supplemental Questionnaire

- * 1. I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
☐ YES
☐ NO
- * 2. I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)
☐ YES
☐ NO
- * 3. How do you meet the minimum qualifications for this position:
☐ Bachelor's degree in public administration, or closely related field, and at least five years progressively responsible management experience in administration, operations, and personnel supervision with three years of supervisory or managerial responsibilities
☐ J.D. or Master's degree in public administration, or closely related field, and at least three years progressively responsible management experience in administration, operations, and personnel supervision with three years of supervisory or managerial responsibilities
☐ Bachelor's or Master's in public administration or closely related field and experience as a senior/supervisory level Court Clerk (NOTE: experience must be noted on your application in order to be counted towards your management level experience)
☐ Education only
☐ No relevant experience
- * 4. Do you have Certified Court Manager Certification? (If yes this will be considered equivalent to two years' experience in management in the justice system. Please note this certification in the Education section of the application)
☐ Yes
☐ No
- * 5. Do you have a combination of Certified Court Executive Certification and Certified Court Manager Certification? (If yes, this combination will be equivalent to four years' experience in management in the justice system. Please note both certifications in the Education section of the application.)
☐ Yes
☐ No
- * 6. Describe your experience in public and court management/administration.
- * 7. Describe your experience in managing in the public sector as well as any experience you have managing or working with union employees.
- * 8. Describe your past experience in managing a department or large work unit. Include in

your response the following: -Number of employees supervised. -Describe how you provided directions to ensure departmental goals and or deadlines were met.

* 9. Describe your past experience with budget management and administration. Include in your answer any experience with grants reporting.

* 10. Describe your past experiences in managing and responding to public records requests.

* Required Question