



CHENEY MUNICIPAL COURT COURT ADMINISTRATOR

Position Information

Salary Grade:	Non-Union Scale (NUN)
Salary Range:	\$ 6,690 – 8,300 / month
Position Work Schedule:	Monday – Friday (8:00 a.m. – 4:30 p.m.)
Employment Category:	Full-time
Union Affiliation:	Non-represented
Application Deadline:	Open until filled, first review of applications on April 3, 2023
Application Process:	https://www.cityofcheney.org/Jobs.aspx
Application Assistance:	Keri MacDonald kmacdonald@cityofcheney.org (509) 498-9214

Workweek may fluctuate depending on workload or agency need. Overnight travel may be required based on business need. This position is not covered under the Fair Labor Standards Act (FLSA).

DEFINITION

Responsible for the management of personnel performing judicial personnel court functions. Duties include the 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.

DISTINGUISHING CHARACTERISTICS

Reporting to the Presiding Judge, 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 or precedent setting impact. Requires problem resolution skills applied in a high visible environment.

TYPICAL WORK

- Responsible for planning, directing, implementing and managing daily judicial personnel court functions.
- Responsible for the management and coordination of external communications for the court including television news and print media.
- Oversees and coordinates the internal court information technology requirements.
- Handles or oversees sensitive, complex, or critical issues.
- Responsible for the hiring, training, supervising and disciplining of judicial personnel employees.
- Plans, assigns and reviews the work of staff, conducts employee performance evaluations and recommends salary increases.

- Manages case-flow, jury management, court records and physical plant and equipment needs of the court. Plans and implements procedural and administrative functions for the court.
- Tracks, manages, analyses and reports on various financial, case filing, and case management data points requiring use of software and systems.
- Seeks and procures grant opportunities. Manages certain grants, contracts, divisions (such as probation, clerk's office), and the accounting for collection of fines, fees and bail postings.
- Responsible for keeping informed of and manage changes due to updates in legislation or court rules that directly affect the court.
- Manages fiscal policies and procedures including the preparation, presentation and monitoring of the annual budget, payroll, purchasing and accounts payable.
- Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.
- Performs other work as assigned.
- Responsible for management, development, training, and oversight of the court's therapeutic court.
- Responsible for tracking and approving employee time worked, processing leave requests, and making schedule changes in the City's electronic timekeeping system and meeting submission deadlines for payroll processing.
- Updates court website on an as needed basis to provide information to the community concerning court related matters.
- Initiates purchase orders adhering to the City policy and practice.
- Cooperate with the Records Manager in accordance with public records management and public disclosure.
- Responsible for creating and submitting agenda items for city council consideration using the City's electronic agenda module.
- Regular in-person attendance is required.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Court Operation: Knowledge of policies, procedures and laws pertaining to the operation of courts. Knowledge of principles of administration, planning supervision and organization, knowledge of trends in court management, state, federal and local laws, office software tools and general budget and accounting concepts.

Ultimately, Court Managers, with proper training and over time, are expected to be skilled in Court Management core competencies: purposes and responsibilities of courts; case flow management; leadership; visioning and strategic planning; essential components; court community communication; resources, budget and finance; human resources management; education, training and development; and information technology management. Court Managers are expected to participate in continuing education and development in these court business areas. The Cheney Municipal Court Manager works with the city's Human Resources in designing and implementing appropriate employee policies and in compliance with Local, State, and Federal laws.

CORE COMPETENCIES

Consulting: Demonstrates understanding of organizational development and behavior; consistently applies leadership principles, conflict resolution, proactive intervention, group facilitation skills, and contract and negotiation skills.

Analysis and Problem Solving: Facilitates the problem-solving process at the organizational level; develops problem solving skills in others; develops collection and analysis methods for statistical or other data.

Communication and Interpersonal Interaction: Independently and collectively counsel with the Presiding Judge and staff on significant challenges, fosters development of interpersonal skills in others; negotiates resolutions to conflicts which seem to be at an impasse; is sought out by others as the top level communicator in area of court related expertise.

Customer Focus and Business Orientation: Identifies and advocates for changes necessary to better meet customer needs with the goal of providing superior service.

MINIMUM QUALIFICATIONS

A Bachelor's degree with significant experience in a professional management setting; three (3) years minimum.

Relevant professional court management experience will be viewed positively in the selection process.

Preference will be given for a Master's degree in Public Administration, Business Administration, or related criminal justice field.

The City of Cheney is a drug-free, Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.