



Wahkiakum County District Court

64 Main Street
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Cathlamet, Washington 98612
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districtcourt@co.wahkiakum.wa.us

Wahkiakum District Court needs a Court Administrator. Our current administrator accepted a new position within the courthouse, so we need another great person in this important role! Our new team leader will encourage a friendly and compassionate office environment when meeting essential tasks on busy court days, and manage the court's schedule coordination, budget and financial controls by weekly, monthly, and annual deadlines. A Bachelor's degree with a minimum of three years' experience in a professional management position is required. Relevant professional court management experience may substitute year to year for education requirement. Personnel supervision and DOS/JIS experience is a plus. Training will be provided. This is a full-time Union position within Wahkiakum County which offers great benefits. \$3,936.24 to \$4,216.65 per month DOE. Full position description follows. Please submit a *hand-written* cover letter, resumé, and completed Wahkiakum County Employment Application (available from Wahkiakum County website or the court) by October 2, 2023 to District Court at 64 Main Street, P.O. Box 144, Cathlamet WA 98612, or districtcourt@co.wahkiakum.wa.us.

Job Title: Court Administrator
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Department: **District Court**
Reports To: **Judge**

DEFINITION

Manages the administrative functions of the Court and personnel. Duties include the oversight of daily court operations, development and implementation of policies and procedures, budget development, case-flow management, oversight of projects, grants, contracts, and other responsibilities as required.

DISTINGUISHING CHARACTERISTICS

Appointed by and serves at the pleasure of the court, reporting directly to the Presiding Judge, according to the provisions of Washington Court General Rule 29. Complies with statutory requirement of the position, including development, implementation and management 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 which often require proactive intervention and have wide or precedent-setting impact. Requires problem resolution skills applied in a highly visible environment involving sensitive, complex or critical issues.

TYPICAL WORK

Plans, directs, implements and manages daily court functions.

Manages and coordinates external communications for the court including the media.

Manages the development and implementation of the internal court information technology requirements.

Manages the hiring, training, supervision and discipline of court employees.

Keeps probation files complete and up to date; acts as liaison between the court, director, probationers, and treatment agencies; explains rules and conditions to probationers.

Plans, assigns and reviews the work of staff, conducts employee performance evaluations and recommends salary increases.

Manages physical plant and equipment needs of the court. Plans and implements procedural and administrative functions for the court.

Manages grants, contracts, and the accounting for collections of fines, fees and bail postings.

Monitors the need for changes in local court rules, including changes needed because of change in the law.

Oversees the court's financial affairs, including budget preparation and implementation.

Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.

Performs other work as assigned.

KNOWLEDGE AND ABILITIES

Court Operation: Knows: policies, procedures and laws pertaining to the operation of courts; principles of administration, planning, supervision and organization, including strategic planning

for court operation; trends in court management; state, federal and local laws; office software tools; and general budget and accounting concepts.

Consulting: Makes decisions and develops options for issues having broad impact; facilitates organizational response to issues; demonstrates understanding of global perspective and organizational development and behavior; consistently applies leadership principles, conflict resolution, proactive intervention, and 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 counsels judges and staff on significant challenges; fosters development of interpersonal skills in others; negotiates resolutions to conflicts; is sought out by others as the top level communicator in area of expertise.

Customer Focus and Business Orientation: Identifies and advocates for changes necessary to better meet customer needs; provides guidance to court in areas of expertise.

MINIMUM QUALIFICATIONS

A Bachelor's degree with a minimum of three years experience in professional management position within the justice system is required.

Relevant professional court management experience may substitute year to year for education requirement.

A master's degree in a related field, Institute for Court Management Fellowship, or other relevant court management education may be substituted for one year of court management experience.

JOB CLASSIFICATION: Full time, union, FLSA non exempt position.

SALARY RANGE: Pay Classification 8 AFSCME Local 1557

HOURS WORKED: 35 hours per week. Hours may fluctuate depending on workload or agency need.