



## City of Edmonds

# Assistant Court Administrator

<b>SALARY</b>	\$8,649.00 - \$11,590.50 Monthly	<b>LOCATION</b>	Edmonds, WA
<b>JOB TYPE</b>	Full Time - Regular	<b>JOB NUMBER</b>	2023-046
<b>DEPARTMENT</b>	Municipal Court	<b>OPENING DATE</b>	09/26/2023
<b>CLOSING DATE</b>	Continuous	<b>UNION</b>	Non Represented
		<b>CLASSIFICATION</b>	
<b>APPLICATION REQUIREMENTS</b>	A completed online application, an attached resume, and an accompanying cover letter are required to be considered for this position. An incomplete application packet will disqualify you. Applicants may attach additional information that will assist us in the review and selection process.	<b>SOCIAL SECURITY NOTICE</b>	Regular full time and regular part time City of Edmonds employees do not participate in the Social Security program. For information on how this may affect your retirement benefit, please call Social Security or visit their website <a href="https://www.ssa.gov/planners/retire/wep-chart.html">https://www.ssa.gov/planners/retire/wep-chart.html</a> .

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## Description

**Applications received through Wednesday, October 11, 2023 at 4:30 PM will receive priority first review. This position will remain opened until filled but may be closed at any time a qualified candidate is selected.**

### About the Position

Pursuant to the terms of GR 29, all Edmonds Municipal Court personnel are under the supervision of the presiding judge and are employed by the judicial branch. This position under the direction of the Court Administrator, provides daily supervisory functions as well as training, evaluations, and development of court staff. The individual oversees accounting, collections, grant management, jury management; development, and implementation of court procedures, policies, and technology under the direction of the court administrator. Additionally, this individual serves on judicial branch committees to enhance and promote municipal court justice. Acts in the capacity as Court Administrator in the Court Administrator's absence.

**This position is subject to a one-year probationary period.**

To view the full job description, please visit the following link: [Assistant Court Administrator \(Download PDF reader\)](#)

### About the Court

Edmonds Municipal Court is a court of limited jurisdiction that hears all levels of misdemeanors, traffic infractions, and violations of other civil ordinances. In 2018, the Court processed 9,940 filings. The beautiful courthouse is located in the City's public safety building and boasts natural light and ample space. The Honorable Whitney Rivera is the current presiding judge. The staff consists of one probation officer and five full-time equivalent clerks. The Court has already

started transitioning to a "paperless" system and hopes to complete that project this year.

### **About the City**

The City of Edmonds is a beautiful community on the Puget Sound waterfront with a population of 42,980 and is the gateway to the Olympic peninsula via the state ferry system. Edmonds provides a full range of services, including contracted fire services, police services a municipal court, a community pool, a regional performing arts facility, public works and utilities, a regional wastewater treatment facility, along with community events and services through our Parks, Recreation, and Cultural Services Department. Six department directors report directly to the Mayor and oversee approximately 256 full-time-equivalent employees.

### **Examples of Duties**

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises the daily non-judicial operations of the court; advise, assist and evaluates subordinates as necessary; provides training to employees; participates in the selection, hiring; verifies timesheets, maintains time records.
- Provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations. Provides advice and counsel to staff, develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages support staff functions, procedures and manuals for compliance with relevant laws and regulations; Implements the developed procedural and policy changes from the Court Administrator to increase the efficiency of the office; monitors existing procedures in response to law and regulation changes and takes action to correct any deficiencies.
- Conduct staff meetings and staff trainings.
- Supervises, monitors and reviews the timely collection and disbursement of all fines and court fees
- Identifies the necessary purchase of supplies and equipment for the court and arranges appropriate maintenance services for the repair of facilities and equipment.
- Supervises the processing and docketing of legal documents filed in the court.
- Supervises monitors and reviews the security and integrity of all criminal records and file flow management; including the intake, retrieval, retention, and destruction of criminal records in accordance with state archival schedules and state retention guidelines. Provides quality control for all case related data that is entered on behalf of the court.
- Maintains necessary records, including personnel; compiles statistical data and prepares required personnel reports as assigned. Develops, implements, interprets, and administers personnel guidelines and policies; monitors compliance with office personnel guidelines, policies, labor agreements, county policy and state and federal law, monitors and reviews the maintenance of personnel, leave requests and other human resource matters.
- Absorb any clerical duties when staffing is limited including assistance in court, at the front counter, answering phone calls, recording proceedings, update files or perform any clerical duties needing immediate attention.
- Assists court administrator and judge in the formulation and implementation of court rules, policies and court forms, recommends procedural changes required by changes in law or court policy.
- Provides direction and answers more difficult or complex operational questions regarding legal procedures or interpretations. Resolves operational or interpersonal conflicts with the public or employees.
- Performs other related duties as assigned that are within the scope of this position classification.

### **Minimum Qualifications**

#### **Minimum Qualifications:**

Bachelor's degree with major coursework in business, law, public administration, or a closely related field, AND five (5) years related work experience of which two (2) years must have been in a supervisory capacity, or any equivalent

combination of training and/or experience that provides the required knowledge. Certification from the Court Management Program (CMP), offered through the National Association for Court Management preferred.

An equivalent combination of education, training, and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

**Required Licenses or Certifications:**

- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.

## Supplemental Information

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Constant interruptions

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
  - Operating a computer keyboard or other office equipment.
  - Reading and understanding a variety of materials.
  - Sitting or otherwise remaining stationary for extended periods of time.
  - Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks
- Hazards:
- Contact with dissatisfied or upset individuals.

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**Agency**

City of Edmonds

**Address**

121 5th Ave N

Edmonds, Washington, 98020

**Phone**

425-775-7740

**Website**

<http://www.edmondswa.gov>

## Assistant Court Administrator Supplemental Questionnaire

**\*QUESTION 1**

Please briefly list ANY court or government software programs (i.e., JIS, JABS, SAW, time entry programs, interpreter applications, payment applications, record management applications, budget software) you are familiar with. Include years and level of knowledge for each program (i.e., JIS – 10 years –expert level/all functions, Peoplesoft or Eden time entry – 3 years – intermediate level/entry only, 1lingua interpreter scheduling – 1 year – entry level/job posting only)..

**\*QUESTION 2**

Please list if you have any experience and knowledge of JIS Accounting processing (i.e, transactions, refunds, end of day, end of month, ARS Reports and auditing, UCP reporting, collections and transaction problem solving).

**\*QUESTION 3**

This position would be part of a team that operates in a small office setting. Members of the team frequently cover each other's duties and work collaboratively with one another (i.e., passport coverage, front counter, and phones). Please briefly describe the skills you would bring to this type of work environment.

**\*QUESTION 4**

Please summarize your understanding of General Rule 29.

\* Required Question