



City of Lynnwood

Assistant Court Administrator -- Education Incentive!

SALARY	\$44.88 - \$57.79 Hourly	LOCATION	Lynnwood, WA
JOB TYPE	Regular Full-Time Benefitted	JOB NUMBER	2023-00065
DEPARTMENT	MUNICIPAL COURT	OPENING DATE	12/01/2023
CLOSING DATE	12/18/2023 11:59 PM Pacific		

Summary

The City of Lynnwood Municipal Courts is seeking an Assistant Court Administrator!

The individual assigned to this position provides daily supervisory functions as well as training, evaluations, and development of court staff. The individual oversees accounting, collections, 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.

****EDUCATION INCENTIVE! EDUCATION INCENTIVE! EDUCATION INCENTIVE!****

The qualified candidate will be able to partake in the following educational incentives:

1. **National Association for Court Management (NACM) Annual Conference Attendance**
2. **Institute of Court Management tuition to complete either the CCM (Certified Court Manager) or CCE (Court Certified Executive) programs**

Essential Functions

Includes but is not limited to such essential functions as listed below:

- Assume duties of the court administrator in his/her absence as required.
- Ensures financial accountability for the municipal court, oversees the collection and account functions.
- Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities.
- Conduct applicant job interviews. Select, orient and train new employees. Assure the availability of adequate staff equipment and facilities.
- Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established court policy.
- Participate in long range, strategic planning activities. Prepare and recommend objectives, methodologies, and associated schedules.
- Assist court administrator with case flow management, audit case files to ensure accuracy, research and organization of data, development of special projects, reports, and studies, analyzing and organizing information and reports related to administrative support activities and making recommendation to the court administrator or presiding judge as appropriate.

- Provides input to bi-annual budget for full and part-time staff, equipment and materials for operations, initiate requisitions, maintain records for expenditures, assures adherence to approved budget.
- 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.
- Continuously analyze and critique processes and procedures with a goal towards improved efficiency.
- Act as liaison for the municipal court with city departments, local, county and state government officials, private organizations and the public concerning municipal court non-judicial operations.
- 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.
- Coordinates the scheduling of jurors and jury trials.
- Assists court administrator and judge(s) in the formulation and implementation of court rules, policies and court forms, recommends procedural changes required by changes in law or court policy.
- Perform related duties as assigned.

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.

Successfully complete a Criminal Background Check.

Adhere to the Lynnwood Municipal Court's Professional Code of Conduct.

Additional Information

This position is covered by the General Salary Ordinance.

Agency

City of Lynnwood

Address

City of Lynnwood
19100 44th Ave West
Lynnwood, Washington, 98036

Phone

425-670-5083
425 670-5085

Website

<http://www.lynnwoodwa.gov/Jobs>

Assistant Court Administrator -- Education Incentive! Supplemental Questionnaire

*QUESTION 1

Why is it important for the judicial branch to maintain independence from the executive and legislative branches?

*QUESTION 2

Describe any experience you have supervising employees. What are the progressive steps of discipline and what sort of Human Resources issues would instigate an investigation?

*QUESTION 3

The Court has initiated a major change in policy. One member of the team is resisting the change to the point where their resistance may influence other team members. What actions, if any, will you take?

***QUESTION 4**

In your opinion, what are the important challenges that courts are facing today?

* Required Question



CITY OF LYNNWOOD MUNICIPAL COURT

The Lynnwood Municipal Court Seeks An Experienced Leader for the position of **ASSISTANT COURT ADMINISTRATOR**

Lynnwood Municipal Court contributes to the quality of life in our community by fairly and impartially administering justice in such a manner that preserves both the dignity and rights of the defendant as well as the citizens of Lynnwood.

ABOUT THE MUNICIPAL COURT

Under the direction of Presiding Judge Valerie Bouffiau, the Lynnwood Municipal Court is the Judicial Branch of government in the City of Lynnwood. The Municipal Court is a regional leader in their use of technology to provide access to justice. With a lean staff of 9 full-time employees, the Lynnwood Municipal Court manages a caseload of approximately 50,000 cases annually. The court team is committed to serving our community and providing outstanding customer services in a timely and accurate manner. The court's three departments; Administration, Case Processing, and Court Support Services are continually looking at ways to improve operational efficiency through lean process improvements. Court leadership offers flexible work schedules to staff which may include telecommuting and flex time. Leadership strives to create an uplifting positive atmosphere where staff is encouraged to learn and grow.

ABOUT THE POSITION

The Assistant Court Administrator provides daily supervisory functions as well as training, evaluations, and development of court staff. The individual oversees accounting, collections, jury management, development and implementation of court procedures, policies, and technology under the direction of the Court Administrator. Additionally, this individual services on judicial branch committees to enhance and promote municipal court justice.

IDEAL CANDIDATE

Candidates should be familiar with courts of limited jurisdiction operations, court accounting and collections, and human resource methods and principals. They must be comfortable working in a fast-paced, every changing environment and have experience in managing multiple projects simultaneously.

The successful candidate should have exceptional oral and written and communication skills, be approachable, flexible, and team oriented. They should be a relationship builder, able to build mutual trust and respect inside and outside the organization.

The ideal candidate should be tech savvy with the ability to provide strong leadership while implementing a new case management system.

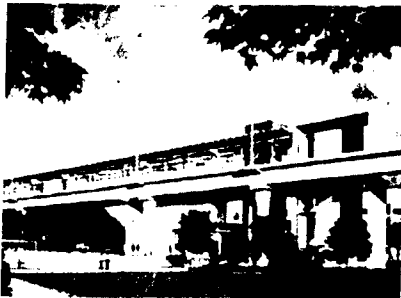
Apply online at www.LynnwoodWA.gov/jobs

LYNNWOOD, WA

Lynnwood is on the move and growing rapidly. We are a vibrant community centered in a top-tier location that provides access to big city amenities while maintaining its northwest charm. Located at the intersection of Interstates 5 and 405, equidistant from Seattle (16 miles), Bellevue (19 miles) and Everett (13 miles). Lynnwood offers unparalleled access to all that the Puget Sound region has to offer.

As the economic hub of South Snohomish County, Lynnwood is designated as a regional growth center and provides a stable workforce and low unemployment rate. One of the largest retail shopping centers in the region, Alderwood Mall offers more than 175 upscale stores and dining establishments. With nearly \$500 million in retail sales annually, Lynnwood has a strong and stable business economy.

In 2024, Sound Transit will expand its Link light rail service to Lynnwood in the soon-to-be heart of Lynnwood known as City Center. The future downtown of Lynnwood will be home to a vibrant mix of housing, office, and retail connected by a multi-modal streetscape with parks and plazas.



Rendering of Lynnwood City Center Light Rail Station

Residents of Lynnwood can live the northwest dream with access to upscale amenities and affordable housing. Edmonds Public School District is highly regarded and has served Lynnwood since the City's incorporation in 1959. Additionally, Edmonds College, a public community college in Lynnwood provides a broad curriculum of studies for students and adults.

Lynnwood is a welcoming and active community that values: positive change; racial diversity, equity, and inclusion. Lynnwood is a remarkably diverse community with nearly 40% of



Fair on 44th Community Event

residents being non-white, and 35% of residents being foreign-born. There are over 100 languages spoken in the Edmonds School District.

Year-round recreational options include a municipal golf course, 22 city parks, public tennis and basketball courts, sports fields, and the Lynnwood Recreation Center featuring 5 swimming pools, 2 water slides, a water playground and a 3,000-square foot cardio/weight room.



Lynnwood Municipal Golf Course

THE CITY

Incorporated on April 23, 1959, Lynnwood is a full-service city providing a variety of municipal services, including police, roads and utilities, development and business services, municipal court services, parks, recreation and cultural arts.

The City of Lynnwood has a strong Mayor-Council form of government. The seven Councilmembers are elected directly by the people for staggered four-year terms, representing the community at large rather than individual districts or areas of the city. Mayor Christine Frizzell began her first term in January of 2022 and directs the overall management and administration of all city departments, policies, and directives. The city has over 350 full-time employees and 150 seasonal employees.

The City of Lynnwood is in good financial condition backed by sound fiscal policies and practices earning a AA+ bond rating by S&P. The new Assistant Court Administrator will have the opportunity to work with dedicated staff and positively shape the future of the organization in one of the most vibrant, beautiful areas in the Pacific Northwest!



Lynnwood Police Department Community Engagement