



Snohomish County

## DISTRICT COURT ADMINISTRATOR

<b>SALARY</b>	\$56.61 - \$80.00 Hourly \$9,812.80 - \$13,866.58 Monthly \$117,753.60 - \$166,398.96 Annually	<b>LOCATION</b>	Everett, WA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2024-01875
<b>DEPARTMENT</b>	District Court	<b>DIVISION</b>	District Courts Everett Division
<b>OPENING DATE</b>	04/22/2024	<b>CLOSING DATE</b>	5/12/2024 11:59 PM Pacific

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### Description

Snohomish County District Court seeks to hire a candidate with effective leadership skills and the ability to establish and maintain professional working relationships with diverse groups of individuals including judges, elected officials, community members and individuals of different ethnic or socio-economic backgrounds.

#### BASIC FUNCTION

At the direction of the Snohomish County District Court *en banc* and the Presiding Judge, lead, plan, direct, coordinate and manage the non-judicial personnel, staff support services and the administrative functions of the court.

### Job Duties

#### STATEMENT OF ESSENTIAL JOB DUTIES

1. Lead, plan, organize, coordinate and direct the operations and administrative functions of the court.
2. Directs financial management for the courts; prepare, submit and justify the budget; prepare, and/or supervise the preparation of program plans, goals and objectives, and funding requests; administer court budget; authorizes expenditures for expert defense and other court services direct accounts payable and receivable.
3. Directs jury management for the court.
4. Directs mandatory mediation for the court.
5. Directs personnel administration for the court; supervise and direct the work of subordinate employees; evaluate the work of subordinates; select, hire, train, coach, motivate, develop, discipline and terminate subordinate employees as necessary; represent the court in labor negotiations.
6. Directs case flow and records management.
7. Develop, recommend and implement goals, policy statements, planning, research and statistical analysis for the court; work with the Presiding Judge, standing and ad hoc committees on a wide range of special projects.
8. Directs liaison functions, media and public relations for the court; direct interactions of the court with other agencies, departments and branches of government, the Administrative Office of the Courts, public and private attorneys, and other interested parties.
9. Directs technology acquisitions, applications and technical support.
10. Directs staff support services for the court; resolve a wide range of issues regarding support services and non-judicial personnel.

#### STATEMENT OF OTHER JOB DUTIES

1. Coordinates specialty courts, including mental health court; and other community programs.
2. Coordinates probation services and programs.

#### **Minimum Qualifications**

Bachelor's degree in business or public administration, legal administration, criminal justice administration or a related field; AND, five (5) years of increasingly responsible experience in court administration, court operations, or a related field, including three (3) years in management or supervisory capacity; OR equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### PREFERRED QUALIFICATIONS

A Juris Doctorate or Master's degree is preferred.

## SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

## **Additional Information**

### KNOWLEDGE AND ABILITIES

Knowledge of:

- court and legal administrative functions
- legal system and dynamics of legal culture
- diverse and complex organizations
- principles and practices of public administration and supervision
- public disclosure and records management and applicable laws, e.g. GR 31.1
- jury management

Ability to:

- establish and maintain effective working relationships with diverse groups of individuals including judges, elected officials, citizens, and individuals of differing ethnic and socio-economic backgrounds
- communicate effectively in writing, orally, and graphically; deliver effective presentations and facilitate group activities
- prepare clear and concise reports and documents
- make independent decisions
- demonstrate effective leadership and delegation
- act with sensitivity to political issues and the political environment
- maintain confidentiality
- appreciate the role of the judicial branch in relation to the other branches of government

### SUPERVISION

The employee has a great deal of independence in performing the duties, and work is reviewed through status reports and meetings.

### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

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**Agency**

Snohomish County

**Address**

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

**Phone**

(425) 388-3411

**Website**

<http://www.snohomishcountywa.gov/2553>

## DISTRICT COURT ADMINISTRATOR Supplemental Questionnaire

**\*QUESTION 1**

Do you have a valid Washington State Driver's License?

- ☐ Yes  
☐ No

**\*QUESTION 2**

Do you have five (5) years of increasingly responsible experience in court administration, court operations, or a related field, including three (3) years in management or a supervisory role?

- ☐ Yes  
☐ No

**\*QUESTION 3**

Do you have a Bachelor's Degree in business or public administration, legal administration, criminal justice administration or a related field?

- ☐ Business
- ☐ Public Administration
- ☐ Legal Administration
- ☐ Justice Administration
- ☐ Other

**\*QUESTION 4**

**Do you have a Juris Doctorate or Master's degree?**

- ☐ Juris Doctorate
- ☐ Master's Degree
- ☐ Neither

**\*QUESTION 5**

**Describe your supervisory and management experience. Include the number of people supervised, the supervisory structure, and your specific duties/responsibilities related to hiring, training, motivating, evaluating (development of performance measures) and discipline of employees.**

**\*QUESTION 6**

**Describe your most complex employee relations issue and how it was handled.**

**\*QUESTION 7**

**What is your philosophy of leadership? What principles and practices of supervision have you utilized to improve the effectiveness of your management style?**

**\*QUESTION 8**

**Describe your experience in managing court administrative functions. Identify the areas you have managed and the scope of your responsibility.**

**\*QUESTION 9**

Describe all case management and document management systems you have used. How have you used the systems?  
What experience have you had in planning and developing data management and records management systems?

**\*QUESTION 10**

Describe your experience developing, administering, and monitoring a program budget. Include the budget size, scope of your responsibility, tools that were used, and the effectiveness of your administration.

**\*QUESTION 11**

Describe your experience working with official budget reports. Provide examples of the types of communications and presentations that you have produced.

\* Required Question