



SUPERIOR COURT ADMINISTRATOR

Compensation: \$86,000 - \$115,000

Depending on Qualifications

Plus Excellent Benefits



THURSTON COUNTY

WASHINGTON

SINCE 1852

THURSTON COUNTY

Thurston County is located at the southern end of the Puget Sound in the beautiful Pacific Northwest. The majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific coastline is just an hour's drive to the west. Thurston County is 60 miles south of Seattle, Washington, and 100 miles north of Portland, Oregon.

Thurston County is home to Washington's state capital, the city of Olympia, and is in close proximity to neighboring cities, Lacey and Tumwater. The County is now home to about 254,000 residents with approximately half living in the urban tri-city area, while others prefer the smaller towns of Yelm, Tenino, Rainier, Bucoda, and the unincorporated Thurston County area.

In 2009, Forbes Magazine ranked Thurston County as one of the top ten places in the United States to do business. This ranking reflects high performance and growth that is driven by low housing costs, low cost of living, ever increasing job growth, recreational and cultural opportunities, and outstanding schools.

Thurston County boasts a number of freshwater lakes, miles of hiking and biking paths, public prairie lands, and the adjoining 3,700-acre Nisqually National Wildlife Refuge, all of these provide many opportunities for outdoor recreation. Clean air, clean water, a healthy economy, and close proximity to major metropolitan areas make Thurston County one of the most desirable places in the country to live, work, and play.

SUPERIOR COURT'S MISSION & VISION

The mission of the Superior Court is to serve the public through the prompt resolution of criminal and civil cases in a manner that ensures access and fair treatment.

The Court's vision is to provide a Court where all can safely and easily access the Court, it's programs and services, and have an opportunity to be heard. Through well-trained judicial officers and court staff, the Court uses innovative techniques and manages public resources responsibly. The Court seeks community input to ensure public confidence in the judiciary and to reflect the diverse community needs.

SUPERIOR COURT

Thurston County Superior Court is a state trial level court of general jurisdiction. The Court has statewide jurisdiction and hears major felony and other criminal matters, civil cases including real property, domestic relations, appeals from lower courts (Thurston County District and Municipal Courts), and appeals from state administrative agencies, and matters of statewide significance.

Thurston County Superior Court has eight full-time elected judges who preside over all Superior Court matters and three full-time Superior Court Commissioners. At the main Superior Court, there are six Superior Court Judges and one Superior Court Commissioner. Criminal and civil matters are heard in the main Superior Court.

Family & Juvenile Court (FJC) operates under a unified family court model of "one judge, one family" with judicial officers who are assigned to hear all related family and juvenile court matters. At Family & Juvenile Court, there are two Superior Court Judges and two Superior Court Commissioners. The Family & Juvenile Court judges preside over adoptions, family law trials, child dependency matters, shelter care hearings, and juvenile proceedings. Currently, of the two Family Court Commissioners at FJC, one Commissioner is assigned to preside over juvenile matters. The second Family Court Commissioner currently presides over family law domestic relations matters, to include temporary orders for child support, spousal maintenance, and residential schedules. The FJC Commissioners also preside over matters involving domestic violence, sexual assault, anti-harassment, and mental illness proceedings.



SUPERIOR COURT ADMINISTRATOR

The Superior Court Administrator is the executive officer of the Superior Court of Thurston County. The position is “at-will” and works at the pleasure of the Superior Court Judges. This position is critical to the Court’s mission, goals, and strategic plan and the efficient and timely administration of justice. The position requires the exercise of broad discretion to provide critical, effective, and efficient delivery of services of the Superior Court. The Superior Court Administrator is the key administrative managerial position in the Superior Court. The position works closely with the Presiding Superior Court Judge who is selected by the Board of Judges. All non-judicial functions of the Superior Court also are included as part of the managerial duties of the Superior Court Administrator.

POSITION RESPONSIBILITIES

- Serves as the judicial administrator and supervisor for the daily operations of the Superior Court.
 - Daily oversight of the court’s operations; development and implementation of policy and procedures; budget development; case-flow management; identifying and resolving technological needs and challenges; oversight of projects, grants, and contracts; and other duties as required.
 - Design alternatives for improved program effectiveness and efficiency for delivery of legally mandated services; identifies facility requirements; and implements improvements to programs, professional services, and operating systems.
 - Provides managerial leadership for selection, supervision, and evaluation of non-judicial staff.
 - Establishes work rules and performance guidelines consistent with County policy, identifies training needs, and initiates personnel actions.
 - Developing and implementing a comprehensive manual for the Superior Court’s operating policies, procedures, administrative responsibilities, and personnel guidelines for Court Personnel.
 - Analyzes and develops short/long range service plans implementing legislation, workload distribution, programs, internal management systems, technology/support requirements, and determines methodology.
- Prepares statistical reports reflecting current and historical trends.
 - Resolves inquiries, issues, complaints or emergencies affecting the availability or quality of court services.
 - Directs the development and administration of the annual budget of the Court based on staffing and resource requirements, cost estimates, legal mandates/directives, revenue projections and departmental goals. The position assists the Superior Court Judges with implementation of the annual Court’s budget adopted by the Board of County Commissioners.
 - Prepares the agenda and minutes of judges’ meetings as directed by the Board of Superior Court Judges. The position also has overall responsibility for dockets, calendars, and contracts with outside agencies and individuals.
 - Manages the safety and security of the Superior Court facilities.
 - The position makes recommendations for the improvement of the administration of justice.
 - The position is responsible for hiring, training, evaluating and conducting employee performance evaluations, and recommends salary increases as provided by Superior Court and County policy. The position administers discipline as necessary and coordinates accommodation requests.
 - Advises judges of governmental programs designed to improve the judicial system and develops resources and grants to obtain funds. Manages the use of court facilities and equipment, ensures proper care and maintenance, maintains property control records, and conducts periodic inventories.
 - Directs juror system including provision of information, orientation and compensation; establishes standards for records management and forms design; and develops court policies.





POSITION RESPONSIBILITIES (Continued)

- Acts as the court's liaison with stakeholders, judicial, executive, and legislative branches of government at various levels, members of the Bar Association, interested groups of citizens, and the public. Represents the Court positively with stakeholders, the media, the public, and other community leaders. At the direction of the Presiding Judge, this position acts as the court's designee for certain projects/committees.
- Provides public information to media resources, in compliance with legal guidelines of the criminal/civil justice system. The position also serves as the public records officer for the court to respond to inquiries related to public records.
- Coordinates with the Administrative Office of the Courts for visiting judges.

WORKING CONDITIONS

The Superior Court Administrator is "at-will and works at the pleasure of the Superior Court Judges. The position has professional responsibility for the 24 hour, 7 days per week operation of the Superior Court, and is required to provide emergency intervention, action or decisions at irregular hours. The Superior Court is a judicial branch agency.

Understand and abides by the County's and Superior Court's code of conduct, rules, policies, and procedures.

Work is performed primarily in an office or courtroom environment. Travel to various out-of-office sites is necessary. A physical hazard may occur from agitated persons in the work environment. This position is exempt from FLSA requirements and the Washington State Minimum Wage Act.

QUALIFICATIONS

- Bachelor's degree in public/business administration, court administration, or related field. Additional experience may be substituted for education on a year for year basis.

- A Masters degree in Public/Business Administration, Court Administration or a Fellow of the National Center for State Courts' Institute for Court Management is highly desired.
- Seven years of progressively responsible management experience in court administration, or equivalent experience in the criminal justice system.
- Five years of supervisory experience or equivalent experience. Ability to utilize a personal computer and perform computer and related software packages to perform word processing, analysis, information retrieval and tracking.
- Must successfully pass criminal background and reference checks.

In addition, the most successful candidates will have the following competencies:

- Ability to demonstrate mastery of the core competencies identified by the National Association of Court Management (NACM): case flow management, leadership, strategic planning, effective communications on behalf of the court; resources and budgeting; human resource management, education, and training and development of judicial staff; and information technology management.
- Knowledge of the following: superior courts, court administration, court operations, jury management, accounting, recordkeeping, purchasing, contracting, and public records and media responses.
- Excellent oral and written communication skills, the ability to work under pressure and tight deadlines.
- Ability to work in collaborative environment with a number of elected officials and judicial staff, attorneys, self represented parties, other county, state and governmental agencies, stakeholders, and the public.
- Innovative skills to meet the dynamic and changing needs of the judiciary within existing fiscal resources.
- Must be able to operate proficiently a computer with applicable software, and office equipment to perform the duties and responsibilities of the position.



COMPENSATION AND BENEFITS

Thurston County offers a monthly salary range from \$7,247 up to \$9,663 depending on qualifications.

The County also has excellent medical, dental, vision, and basic life insurance coverage for its employees and dependants. Other benefits include Washington State PERS retirement, 10 paid holidays per year, paid time off, and an employee assistance program. Additional available benefits are: voluntary term life insurance, accidental death and dismemberment insurance, flexible spending account for medical and deferred compensation.

TO APPLY

To be considered please submit the following:

- Completed/signed Thurston County application; Located at [TC Human Resources](#) web page or in Word at ([attached](#));
- Supplemental Questionnaire for Superior Court Administrator ([attached](#));
- Signed "Authorization to Release Information" form ([attached](#));
- Resume and letter of Interest explaining why you seek the position and how you qualify; and
- A list of 5 professional references that include a direct supervisor, a co-worker, a subordinate employee and one person who is most familiar with your experience and background. For each reference please list contact information that includes a cell number, daytime contact number, mailing address and email address;

Send all application materials to:

Thurston County Human Resources
Attn: Devi Watson
2000 Lakeridge Drive SW
Olympia, WA 98502-6045

All applications must include an original signed application to be considered complete. Faxed and emailed applications will *not* be accepted. Late and incomplete application packets will not be considered.

CLOSING DATE

The closing date for this employment opportunity has been extended. This position will remain open until filled or until **January 20, 2014 at 5:00 p.m.**, whichever comes first. **Applicants who applied for the Superior Court Administrator position with an end date of December 31, 2013 will be considered and need not reapply.**

Thurston County reserves the right to fill the position and close the recruitment at any time. **To ensure consideration submit your application materials as soon as possible.**

OTHER INFORMATION

If you have questions regarding this recruitment please call: Devi Watson, Thurston County Human Resources Department, (360) 754-3355 extension 7389.

Additional information can be found on our website at www.co.thurston.wa.us.

EQUAL OPPORTUNITY EMPLOYER

Thurston County is committed to affirmative recruitment and diversity in employment. It is the policy of Thurston County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based their protected status, including race, color, religion, national origin, age, sex, disability, marital status, military or veteran status, and sexual orientation. Applicants with disabilities who need accommodation with the application or selection process should contact Thurston County's Human Resources, at (360) 786-5498 or TDD (360) 754-2933.

