



SNOHOMISH COUNTY
invites applications for the position of:

Assistant Administrator - Juvenile Court Operations

SALARY: \$39.62 - \$55.98 Hourly
\$6,866.85 - \$9,703.28 Monthly
\$82,402.20 - \$116,439.36 Annually

OPENING DATE: 11/14/14

CLOSING DATE: 12/14/14 11:59 PM

DESCRIPTION:

BASIC FUNCTION

Provide administrative direction and coordination for Juvenile Detention, Juvenile Probation Intake, Juvenile Probation Supervision, and other programs of the Superior Court.

SELECTION PROCESS

In order to be considered for this position, applicants must submit a cover letter and resume.

1. Application received
2. Supplemental questions reviewed and scored for qualified applicants
3. Review of applications
4. Interviews with the most qualified applicants
5. Second interviews may be conducted at management's discretion
6. Must pass a criminal background check
7. Job Offer to Selected Candidate

Snohomish County Superior Court is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates with other members of the Superior Court management team in identifying and achieving department goals.
2. Has full management oversight for the Juvenile Court Operations Division, including juvenile detention, probation intake, probation supervision, probation records and support, and other program areas.
3. Coordinates the development and management of juvenile court programs to ensure compliance with applicable court rules, federal, state and county laws, regulations, and guidelines.
4. Provides oversight for, and assures the monitoring of division activities in conjunction with program managers to ensure the provision of appropriate services, and to meet program objectives and contracted programmatic obligations.

5. Assigns, reviews and evaluates the work of subordinate employees; advises, assists, trains, and develops subordinate staff; makes decisions regarding the hiring, promotion, discipline, and transfer of subordinate employees.
6. Provides consultation and assistance in resolving the most complex or unusual situations, ensures compliance with relevant policies and procedures; maintains monitoring controls for all program and operational areas of the division.
7. Ensures the development and maintenance of systems, procedures, tracking mechanisms, reporting, and controls in program areas to ensure proper documentation of service delivery efforts, implementation of policy to improve operational efficiency, accuracy of records, and compliance with budgetary requirements.
8. Responds to external audits of department fiscal operations by federal, state, or other entities; takes corrective action when necessary.
9. Maintains knowledge of county personnel rules and regulations and labor contractual obligations, including employee benefits; serves as a member of the Court's negotiation team in the negotiation of labor agreements.
10. Maintains liaison and cooperative working relationships with other functional units of Superior Court, the County, and related governmental organizations.
11. Participates in the preparation of the Superior Court budget, monitors Juvenile Court Operations expenditures, and makes recommendations to the Court Administrator.
12. Provides leadership to ensure that programs and services are fully accountable to funding sources, elected officials, and the needs of client and constituent groups.

STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.

MINIMUM QUALIFICATIONS:

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Graduation from a college or university with major course work in corrections, social work, psychology, sociology, or a closely related human service field; AND, five (5) years related work experience, of which two (2) years must have been in a supervisory capacity. Post graduate education in management or supervision is preferred but not required. In-service training in management and the principles of supervision is desirable. A Master's degree in one of the above disciplines may be substituted for two (2) years of the required work experience. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license is required for employment.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of detention and probation supervision and administration;
- current literature, trends and developments relative to delivery of services in the juvenile justice system;
- professional management techniques;
- theory and practice of successful behavior management programs for detained youth;
- judicial and legal mandates related to treatment services within the juvenile justice system;
- labor law and its application;

- personnel, budgeting, and technology practices necessary to a juvenile detention operation.

Ability to:

- plan, direct and coordinate the work of others;
- organize and express oneself in written and oral communication;
- make or accept proposals, make decisions, and to follow through to implementation;
- verify statistical reports and analyses prepared by others;
- work with individuals of differing ethnic backgrounds and social-economic levels;
- facilitate problem solving and conflict resolution among groups with differing interests;
- provide leadership to individuals and groups of individuals.

SUPERVISION

Work is performed under general direction of the Court Administrator for Superior and Juvenile Court, and work is assigned in terms of broad policy statements, and general goals and objectives. Methodologies and techniques are left to the discretion of the incumbent. The position is a senior member of the Superior Court management team.

WORKING CONDITIONS

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](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553/Job-Listings>

Position #3890
ASSISTANT ADMINISTRATOR - JUVENILE COURT OPERATIONS
RR

3000 Rockefeller Ave M/S 503
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