



CITY OF EVERETT
invites applications for the position of:

Assistant Municipal Court Administrator

SALARY: \$5,728.00 - \$7,447.00 Monthly

OPENING DATE: 10/14/20

NATURE OF WORK:

The City of Everett is accepting applications for the appointive examination for **Assistant Municipal Court Administrator**.

JOB DESCRIPTION:

Under the direction of the Municipal Court Administrator, the successful applicant will assist with the planning, coordination and management of the city's municipal court operations. This position assumes the duties of the Municipal Court Administrator in his/her absence. Work is reviewed for effectiveness via reports, projects and results obtained. May supervise Municipal Court employees.

Job Responsibilities:

- Supervise, coordinate, and schedule the activities of Municipal Court employees.
- In coordination with the Municipal Court Administrator, assist in the planning, organizing, coordinating and managing of the non-judicial operations of the city's municipal court.
- Develop, recommend and implement procedural changes required by changes in law or court policy; may prepare and update in-house procedure manuals; draft forms as required to implement procedures.
- In coordination with the Municipal Court Administrator, serve as a liaison with city departments and outside agencies as assigned; attend meetings and report back information which impacts court operations.
- Participate in the preparation of court goals, objectives and the court's annual operating budget.
- Maintain custody of and process confidential departmental information and/or personnel and payroll information.
- Process accounts payable and maintain accurate records.
- Compose and format routine letters, memos, forms, charts and graphs, utilizing word processing equipment and/or typewriters.
- Research information, compile statistics and prepare reports as assigned.
- Assume the duties of the Municipal Court Administrator in their absence. Train, advise and assist non-judicial employees as necessary; participate in the selection and hiring of Municipal Court employees.
- Perform related work and special projects as assigned.

For a full description of this position, please see the class specification on the [City's website](#).

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

A combination of education and related experience may substitute for education requirements.

- Associate's Degree with course work in Business Administration, Public Administration, Legal Administration or a related field; Bachelor's Degree preferred and
- Two+ years experience in court administration; supervisory experience preferred.
- Paperless or "Paper Light" court experience preferred.

RECRUITMENT PROCESS:

All interested applicants are required to submit:

- City of Everett online employment application
- Resume (not to exceed two pages)

Candidates will be contacted throughout this process via email and should periodically check their spam folders for messages filtered by their email providers.

PROCEDURES/DEADLINE

Application materials may be accessed via <http://www.everettwa.gov/careers>. Completed applications must be submitted through the City's online application system. INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Filing Opens: 10/14/2020
Filing Closes: Open Until Filled – First Review 11/4/2020
APPOINTIVE
D20034

ILLUSTRATIVE EXAMPLES OF WORK:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.everettwa.gov>

Position #D20034
ASSISTANT MUNICIPAL COURT ADMINISTRATOR
MD

2930 Wetmore Ave
Suite 5
Everett, WA 98201
425.257.8767

Employment-HR@everettwa.gov

Assistant Municipal Court Administrator Supplemental Questionnaire

- * 1. Describe your experience working in limited jurisdiction courts (district and municipal) including any experience working as a supervisor or lead (include dates of service).
- * 2. Describe your experience working with the Washington State Judicial Information System including working with district and municipal court systems.
- * 3. Describe your experience with the development and oversight of policy and procedures.
- * 4. What experience do you have working in or transitioning to a paper light Court?
- * Required Question