



WASHINGTON

JUDICIAL SERVICES DIRECTOR

\$93,000 - \$111,144 DOQ

Plus Excellent Benefits

Apply by
June 22, 2025
(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY

Located in the heart of eastern Washington's Palouse region, Whitman County is home to nearly 50,000 residents and offers an exceptional blend of modern amenities with small-town charm. With a high quality of life, low crime rate, lower-than-average cost of living, and the benefits of a less-dense population, the County is also proud of its strong public education system, with public schools that rank among the best in the state. The County also has four distinct seasons which allow for a wide range of outdoor recreation opportunities, and diverse dining and shopping options in cities and towns of every size.

Residents and visitors enjoy exploring Kamiak Butte's forested trails, Klemgard Park's shaded loops, and the Boyer Park & Marina on the Snake River, which is a favorite for boating, camping, and fishing. Rock Lake and Pampa Pond are also popular among anglers, while the Bill Chipman Palouse Trail links the city of Pullman, Washington to Moscow, Idaho, for walking and cycling. Seasonal hunting, wildlife viewing, and huckleberry picking also add to the area's outdoor appeal.

Pullman, the County's largest city, is a vibrant community of 33,000 residents, and serves as a dynamic hub of education, culture, and innovation. Home to Washington State University (WSU), a renowned land-grant research institution, Pullman benefits from the university's contributions to the community through Division I athletics, performing arts, cultural events, and public engagement programs. WSU's Cougar football at Martin Stadium and basketball at Beasley Coliseum draw thousands of fans year-round. The university also hosts track and field, soccer, baseball, and volleyball events that energize the region.

The city's walkable downtown features locally owned bookstores, clothing shops, and specialty food stores, while the Wheatland Mall and nearby shopping centers provide a mix of national retailers and services. Dining options include Thai, Indian, Italian, Mexican, sushi, and American fare, plus local breweries and coffeehouses. The city is also well known for its growing tech and agribusiness sectors, including Schweitzer Engineering Laboratories (SEL), which is the County's second-largest employer and provides employment opportunities that attract employees from around the world.



Colfax, the Whitman County seat, has nearly 2,800 residents and lies at the junction of the north and south forks of the Palouse River. Colfax serves as the administrative heart of the county and is home parks including Schmuck Park and McDonald Park, along with a welcoming community atmosphere. Other towns in the County, such as Palouse, Garfield, Tekoa, and St. John, contribute to the county's rich character. These communities host local festivals, farmers markets, and offer essential services with a neighborly spirit. Palouse, in particular, stands out for its vibrant arts scene and boutique shopping.

East of the County's borders in Idaho, the cities of Moscow and Coeur d'Alene expand the region's recreational and cultural landscape. The University of Idaho in Moscow brings concerts, exhibitions, and public lectures to the area, while Moscow Mountain offers an extensive trail system for hiking, biking, and trail running. The area also hosts art walks, and major annual events such as Rendezvous in the Park and the Lionel Hampton Jazz Festival.

Residents in Whitman County benefit from easy access to larger metropolitan areas. Spokane, located just 60 miles to the north, offers international travel options, while the Tri-Cities region, about 100 miles southwest, provides expanded shopping and services. For those seeking more, Seattle and the rest of western Washington are just over a four-hour drive away.

Whitman County is a place where small-town friendliness and advantages of a less-dense population meets educational excellence and outdoor adventure, making it an exceptional place to live, work, and explore.

THE COUNTY & DISTRICT COURT

Whitman County operates with a 2025 annual budget of \$100,547,120 and employs a workforce of approximately 240 FTEs. The County is governed by a three-member Board of County Commissioners, each elected to four-year terms. In addition to the commissioners, the County has two elected judges and seven other independently elected officials, providing broad representation and oversight across all facets of local government. The County provides a wide range of services from 25 departments which include Administrative and Financial Services, Assessor, Auditor, Clerk, Commissioners, Coroner, Courts, Developmental Services, Elections, Emergency Management, Facilities Management, Fair, Human Resources, Juvenile Court & Child Advocate Program (CAP), Parks & Recreation, Planning, Probation, Prosecutor, Public Health, Public Works, Sheriff, Treasurer, Veteran Services Officer, Weed Control, and WSU Extension.

The Whitman County District Court is responsible for a broad range of legal proceedings, including anti-harassment and domestic violence protection petitions, criminal misdemeanors, name change petitions, traffic infractions, and small claims or civil disputes involving claims under \$100,000. In addition to judicial responsibilities, the District Court provides probation services to individuals convicted of misdemeanor crimes. The probation department plays an active role in supervising and supporting defendants to ensure compliance with court-ordered obligations.

With 10 full-time employees and 2 part-time staff, the department handles adult misdemeanor probation, arrest and search warrants, bail refunds, fine payments, jury management, and traffic infraction processing. Duties include processing misdemeanor cases, handling domestic violence and harassment protections, collecting and disbursing restitution, and managing small claims and civil suits.

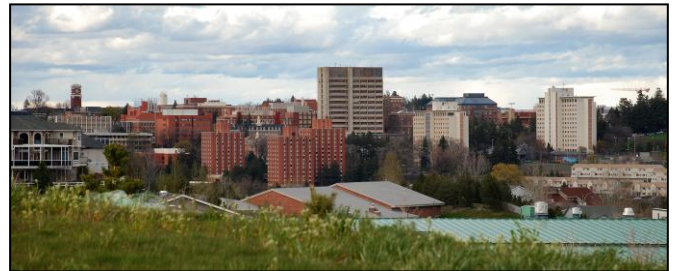


THE POSITION

Reporting to Presiding Judge John Hart, the Judicial Services Director oversees all non-judicial operations of the court. This role involves developing, implementing and administering all non-judicial functions and daily operations of the court. The Director ensures compliance with statutory requirements and manages judicial personnel programs, policies, and procedures. This position demands expert-level decision-making skills, proactive problem resolution, and a thorough understanding of statutory requirements, Administrative Office of the Court procedures, and evolving caselaw mandates. The Director must be a dedicated and trustworthy leader with a passion for justice, a commitment to community service, and an unwavering dedication to the independence of the Judicial Branch.

The person in this position is expected to work a standard work schedule of Monday-Friday, 8:00 AM to 5:00 PM.

For a full job description and to view all of the essential job functions of this position, please view the attachment found [here](#).



THE IDEAL CANDIDATE

Education Experience:

A bachelor's degree with relevant coursework in business, law, public administration, criminal justice 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 an equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to successfully perform the duties and responsibilities of the position is required.

A Juris Doctorate or Master's/Advanced degree is preferred.

Necessary Knowledge, Skills and Abilities:

- Proven leadership skills with the ability to supervise and inspire a team of employees.
- A strong understanding of public sector customer service principles, and a commitment to promoting a positive customer experience.
- Strong human resources experience, including staff development, performance management, and organizational oversight.
- Exceptional organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Excellent written communication skills, including experience drafting professional documents and grant applications.
- Experience in grant solicitation and writing, with the ability to secure funding for staffing, program development, and other projects.
- High emotional intelligence with strong soft skills. The ideal candidate will be compassionate, approachable, and supportive of staff growth.
- Effective public speaking and presentation skills, and the ability to represent the department in community and public settings.
- Clear and confident communication skills across all levels, and a comfortability communicating with staff, judges, stakeholders, and the public.
- Skilled in de-escalating critical conversations and handling sensitive interactions with diplomacy and professionalism.



- A strategic mindset with the ability to think tactically and execute long-term plans in alignment with judicial leadership.
- The ability to “roll up your sleeves” and engage in hands-on work when needed.
- A strong business acumen, with the ability to understand budgeting, operational planning, and agency funding opportunities.
- Experience or familiarity with court administration is highly desirable, though not required.

COMPENSATION & BENEFITS

- **\$93,000 - \$111,144 DOQ**
- Medical, dental, and vision coverage for the employee and their entire family.
- \$24,000 life insurance policy with employee option to increase.
- Long-term disability insurance.
- 8 hours of annual leave accrued monthly.
- 8 hours of sick leave accrued monthly.
- 12 paid holidays per year.
- Retirement plan through the Washington State Retirement program.
- Annual professional development funding, including conference attendance and multiple training opportunities.
- Additional voluntary benefits.

To learn more about the community and Whitman County please visit:

www.whitmancounty.org

www.explorecolfaxwa.com

www.pullmanchamber.com

Whitman County is an Equal Opportunity Employer, and strictly complies with the American Disabilities Act. All qualified candidates are strongly encouraged to apply by **June 22, 2025** (First review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Whitman County, WA – Judicial Services Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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