



Thurston County is seeking a progressive and innovative
leader to serve as its next

District Court Administrator

Apply by

March 27, 2016

Screening of Applications to begin March 28.



THURSTON COUNTY

Thurston County is located at the southern end of the Puget Sound in the beautiful Pacific Northwest. 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 275,000 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.

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.

COUNTY GOVERNMENT

Thurston County employs over 1,000 individuals with an annual budget of approximately \$300 million. The County's organizational structure is composed of a three-member Board of County Commissioners, 18 separately elected officials and their offices, as well as 7 County departments.



DISTRICT COURT & THE ADMINISTRATOR

It is the mission of the judiciary of the Thurston County District Court to "Serve Justice through Serving People". We do this by provide equal access to a fair and impartial system of justice by which legal disputes may be resolved in a timely, efficient manner, while fostering public trust and confidence. We serve the public and foster a friendly accessible environment, treating all individuals with dignity, respect, honesty and fairness. We are customer service-oriented, technologically innovative, efficient and creative in all our operations by maintaining a supportive working environment through encouraging teamwork, innovation and professional growth.

The District Court is a court of limited jurisdiction which hears the following case types: Criminal misdemeanor and gross misdemeanor cases; Traffic and non traffic infractions; Civil cases for damages of \$100,000 or less; protection orders; Name changes; "Small claims" civil cases of \$5,000 or less. District Court serves as the Municipal Court for the cities of Lacey, Tumwater and Rainier. Additionally, District Court is the proud home to Thurston Counties Mental Health and Veteran's Courts.

The District Court Administrator is an integral part of the District Court Management team. With three elected judges and one commissioner, the District Court Administrator is a partner with the Presiding Judge in directing the administration of the court. The Administrator works under broad directives with considerable latitude for independent judgment to effectively implement the goals and decisions of the District Court Judges. The Administrator provides ongoing status reports of significant activities and programs and/or advises the District Court Judges of actions to be taken, which are consistent with statutory guidelines or regulations. Court policies are reviewed by the Judges for the effective management of assigned functions. This is an appointed, "at-will" position and serves at the pleasure of the District Court Judges.

This position is responsible for oversight, management, strategic planning, and employee relations for the court. Additionally, he/she manages and inspires a staff of 27 employees. The Administrator is responsible for the overall management of the court's non-judicial functions, which include the personnel, expenditure and revenue budget administration, records management, and oversight of daily services.

KEY PRIORITIES

- ◆ The County's justice facilities are aging, and District Court will continue to work with County officials, other interested parties and the public to develop next steps for the construction of a justice facility.
- ◆ Lead the court in transitioning from the current electronic document management system to a new comprehensive "paper on demand" system for all court hearings.
- ◆ Engage in e-filing within the District Court Civil Division. We will work with our external and internal customers to identify and implement a process that will benefit all parties.
- ◆ Create a system that will allow external access to court records for the public as well as all other parties needing access to court records. This will reduce the number of requests staff will need to intervene in and save staff time / money.
- ◆ Lead the court in creating a more interactive web-site that can accommodate videos and forms enabling easier and more interactive access to the District Court for the public.
- ◆ Video streaming of court proceedings – It is the court's belief that transparency of the third branch of government is one of our top priorities. The work will need to continue with county officials to upgrade infrastructure to set the foundation for streaming of court proceedings.



THE IDEAL CANDIDATE

A visionary and energetic leader who is able to provide clear direction for the Thurston County District Court. An innovative problem solver, who is passionate about fair administration of justice and quality customer services will be ideal. The new Administrator will improve and maintain positive employee morale, and motivate and inspire employees to maximize their potential, and provide the highest level of customer service to the public.

Any combination of education and experience that would provide the knowledge, skills and abilities to successfully perform the job requirements of the position.

Education & Experience

- Bachelor's degree in Judicial Administration, Business or Public Administration or a related field. A Master's degree or a Fellowship from the National Center for State Courts' Institute for Court Management is highly desired.
- Five years of progressively responsible management experience in a court or legal environment including experience in budget administration, personnel supervision, and collective bargaining.
- Relevant professional court management experience may substitute year for year for the education requirement.
- Must have at least three (3) years of significant supervisory responsibilities.
- Ability to use a personal computer and related software to perform word processing, spreadsheet and database tasks as well as for information retrieval and tracking.
- The successful candidate must also have or be able to obtain a valid Washington State Driver's License.

Knowledge & Skills

- Demonstrated success in implementing best practices in a court setting, budget and finance, contracts and grants management, federal, state and local laws, regulations, codes and statutes.
- Broad knowledge of emerging issues and strategies related to programs and services.
- Skilled at building and maintaining strong working relationships with internal offices and departments and external stakeholders.

Management Style

The ideal candidate will be a politically savvy team player, who is adept in managing organizational change. The new Administrator will be able to collaboratively build strong partnerships with internal stakeholders and external organizations including non-profit organizations and other governmental agencies. Exceptional interpersonal skills are essential for the next Administrator as is the ability to unite partners with competing interests to achieve Court and County goals. They must be able to understand and work within the vision established by judges of the District Court. The candidate will have the ability to develop long-range plans, lead and mentor staff; and establish and maintain effective working relationships with individuals and advisory groups involved in developing policies.

The ideal candidate will have a strong work ethic and a proven history of being a responsible steward of public funds. He/she will be resourceful with identifying and securing outside resources that support and/or improve service delivery.

The candidate must be a team player and skilled at building relationships, finding solutions, and building consensus. The Administrator's management style will be collaborative and willing to roll up his/her sleeves and pitch in. He/she must be approachable and able to establish an atmosphere of mutual respect and cooperation within the organization. The candidate will possess integrity, trustworthiness and must be receptive to new ideas, encourage innovation, and bring energy and enthusiasm to the position.

COMPENSATION

Thurston County offers a competitive salary (depending upon qualifications). The County pays for employees' medical, dental, vision and basic life insurance and pays a portion for dependent coverage. Other benefits include Washington State PERS retirement, 12 paid holidays, paid time off, and employee assistance program. Additional available benefits are voluntary term life insurance, accidental death and dismemberment, flexible spending accounts, and deferred compensation

Thurston County is an Equal Opportunity Employer

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 on race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact the ADA Coordinator, Human Resources, at (360) 786-5498 or TDD (360) 754-2933.

TO APPLY

If you are interested in applying for this position, please visit: **www.co.thurston.wa.us**

Applications must be submitted through the County's on-line job application system and include an application, resume, salary history, list of references, and cover letter.

Please apply by **March 27, 2016**, as screening of application will begin March 28, 2016. This recruitment will remain open until the position is filled.

Should you have questions about this position or recruitment, please contact:

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