



SNOHOMISH COUNTY
invites applications for the position of:

District Court Administrator, Director of

SALARY: \$41.22 - \$58.24 Hourly
\$7,144.27 - \$10,095.30 Monthly
\$85,731.24 - \$121,143.60 Annually

OPENING DATE: 08/03/16

CLOSING DATE: 09/02/16 11:59 PM

DESCRIPTION:

BASIC FUNCTION

The primary duties of the Director of District Court Administration are to plan, direct, coordinate and manage the operations of the consolidated Snohomish County District Courts. The director position is responsible for directing court administrative functions and non-judicial personnel; developing, implementing and applying court policies, procedures and rules governing administrative functions and non-judicial personnel. The director works under the authority of the judges of the Snohomish County District Court and under the supervision of the presiding judge.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, and manages the non-judicial operations and administrative functions of the district court.
2. Directs financial management for the courts; prepares and submits budget recommendations for judicial approval; at the direction of the court, presents the budget to the county executive and legislative authority; prepares and/or supervises the preparation of program plans, goals and objectives, and funding requests; administers district court budget; authorizes expenditures.
3. Responsible for overall direction of court operations including case flow, records management, juror utilization and facilities management.
4. Administers personnel policies and functions for the court.
5. Develops, recommends, directs, and implements goals, policy statements, planning, and research for the court; works with presiding/administrative judge on a wide range of special projects.
6. Directs liaison functions, media and public relations for the court; coordinates interaction of court system with other branches of government, public and private attorneys, and other branches of government, public and private attorneys, and other interested parties; responsible for producing informational reports that describe court business and operations.

STATEMENT OF OTHER JOB DUTIES

7. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, business administration, judicial administration or closely related field; AND, five (5) years of increasingly responsible experience in court administration or criminal justice program administration. Relevant experience may be substituted for the educational requirement. Must pass job related tests.

Special Requirements:

A valid Washington State Driver's License may be required for employment.

ADDITIONAL INFORMATION:KNOWLEDGE AND ABILITIES

Knowledge of:

- role of courts of limited jurisdiction in relation to state courts;
- theory, principles, and practices of management;
- case flow management;
- jury management;
- principles and practices of personnel administration and labor relations;
- principles and practices of intergovernmental and interagency relations;
- budget development and administration;
- planning and program development;
- principles and practices of public administration.

Ability to:

- communicate orally, written, and graphic communication;
- make presentations and facilitate group communication;
- formulate recommendations and solutions to court needs;
- exercise independent and appropriate decision making skills;
- manage organizational change;
- demonstrated mediation, negotiation and conflict resolution skills;
- demonstrate interpersonal skills and appreciation of the importance of customer service;
- work with diverse interest groups in a complex organization;
- appreciate the role of the judicial branch in relation to the other branches of government.

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>

Position #Director-08-16
DISTRICT COURT ADMINISTRATOR, DIRECTOR OF
LE

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Andrea.Skuja@snoco.org

District Court Administrator, Director of Supplemental Questionnaire

- * 1. Describe your supervisory and management experience. Include the number of people supervised, the supervisory structure, and your specific duties/responsibilities related to hiring, training, motivating, evaluating (development of performance measures) and disciplining employees.
- * 2. Provide an example of your most complex employee relations issue and how it was handled.
- * 3. What is your philosophy of leadership? What principles and practices of supervision have you utilized to improve the effectiveness of your management style?

- * 4. Describe your experience developing, administering, and monitoring a program budget. Include the budget size, scope of your responsibility, tools that were used, and the effectiveness of your administration.

 - * 5. Describe official budget reports or communications that you have produced.

 - * 6. Describe your experience in managing court administrative functions. Identify the areas you have managed and the scope of your responsibility. What methods have you used in planning and developing data management and records management.
- * Required Question