

SNOHOMISH COUNTY JOB DESCRIPTION

ASSISTANT ADMINISTRATOR – SUPERIOR COURT OPERATIONS

Spec. 4062

BASIC FUNCTION

To plan, organize, coordinate, and provide administrative direction and coordination of all operations and programs within Superior Court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represents the Superior Court in the daily operation, business, and legislative interests for the court related to superior court services.
2. Assists in aligning objectives, goals, priorities and deadlines for department management and reviews processes consistent with planning, budget and reporting processes; assists the Administrator by answering questions and making decisions regarding court services.
3. Selects, hires, and disciplines subordinate employees as needed; assigns, reviews and evaluates the work of management staff; administers personnel rules and union contracts within the court; represents the court in union negotiations and interface; is a liaison with the deputy prosecutor in personnel matters; negotiates and administers contracts relating to court functions and operations.
4. Has full management oversight for the Superior Court Operations Division including development to ensure provision of services and compliance with contracted programmatic obligations, applicable court rules, federal, state and county laws, regulations, and guidelines, including jury services, trial confirmation, arbitration, interpreters, ADA services, Treatment Court and Recovery Services, and others; provides technical advice and assistance in resolving the most complex or unusual situations.
5. Under the direction of the Administrator, oversees the preparation of the annual court budget in accord with the Superior Court Judges, prioritizes and collaborates with department management, staff and other courts, public sector organization and agencies providing support services to the court; provides support in defending the budget through the Executive and Council review process; responsible to the Administrator for implementing and monitoring the adopted budget to ensure the court does not exceed authorized spending limits.
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,

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

accuracy of records, and compliance with budgetary requirements.

8. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other departments, outside agencies, citizen groups and the general public; represents the department at public meetings or hearings; makes presentations before council and coordinates with the council/executive on behalf of the court administrator.
9. Develops and oversees the implementation of the Superior Court business plans and departmental work programs designed to translate broad policy strategies into specific objectives and action plans: assists the Administrator in developing and conveying organizational vision and mission in alignment with the Superior Court's priorities. Develops and implements monitoring approaches to determine achievements, successes, and redirection.
10. Maintains liaison and cooperative working relationships with other functional units of Superior Court, the County, and related governmental organizations.
11. Assumes duties of the Administrator in their absence

STATEMENT OF OTHER JOB DUTIES

12. Performs other job duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from a college or university with major coursework in business, law, public administration or a closely related field; AND, five (5) years increasingly responsible related work experience of which three (3) years must have been in a management capacity. Post-graduate education in management or supervision is preferred but not required. A master's degree in one of the fields described above may be substituted for two (2) years of the required work experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public and court administration
- principles of management and supervision
- Washington Court Rules and federal, state, and local laws, rules and regulations
- legal terms as applicable to clerical and courtroom work
- understanding of court-related codes, laws and procedures
- principles and practices of juvenile court, social service delivery, and court proceedings
- professional management techniques
- specialty Courts; i.e. Drug, Family and Unified
- budgetary practices
- personnel practices, including federal, state, and county laws, rules and regulations;
- labor law and its application;
- general office computer and software applications

Ability to:

- plan, direct, and coordinate the work of others
- organize and express oneself in written and oral communications
- make or accept proposals, to make decisions, and to follow through to implementation
- verify statistical reports and analyses prepared by others
- organize data for presentations
- 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 the general direction of the Court Administrator for Superior and Juvenile Court. 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. This position is a senior member of the Superior Court management team.

WORKING CONDITIONS

Work is performed in the usual office environment.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1997 as Juvenile Justice Project
Administrator Revised: April 1998, May 1999
Revised and Re-titled: April 2002 as Administrative Project
Manager Revised and Re-titled: January 2003
Revised: April 2006, August 2009, May 2017
EEO Category: 1 - Officials and Administrators
Pay Grade: 112 - Management Exempt Pay Plan
Worker's Comp: 5306 Non-Hazardous