

SNOHOMISH COUNTY JOB DESCRIPTION

COURT SERVICES ADMINISTRATOR

Spec No. 1029

BASIC FUNCTION

To administer court services functions including Assigned Counsel, Mandatory Arbitration and Pre-Trial Services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and administers the operations of Court Services; coordinates activities with county departments and agencies such as Corrections, Budget and Finance, Information Systems, the Prosecutor's Office, the courts, the Bar and law enforcement agencies.
2. Directs, supervises and evaluates the work of subordinates; provides assistance, training, guidance and performance appraisal to employees; selects, hires, promotes and disciplines employees as necessary.
3. Administers the Pre-Trial Services function which is charged with granting or recommending the release of prisoners and following up to ensure compliance with release conditions and court appearances.
4. Administers a mandatory arbitration program.
5. Establishes and promulgates eligibility standards for counsel for defendants in criminal cases wholly or partially at public expense, subject to approval by the supervising authority.
6. Conducts interviews of applicants for counsel and requires the signing of a financial statement by such applicants. The form of such financial statement shall be first approved by the supervising authority.
7. Determines eligibility of applicants and maintains permanent records of all applications, determinations and assignments of counsel.
8. Reviews and approves or disapproves all billings for services of defense counsel. This function requires an itemized billing from the attorney and an ability to analyze and evaluate the same.
9. Prepares budgets, monitors expenses, signs vouchers, prepares requests for supplemental and emergency appropriations and otherwise be responsible for all fiscal matters.
10. Negotiates and submits for approval annual contracts with the Public Defender's Association and other defense counsel.
11. Monitors the delivery of services by the Public Defender and other counsel and makes recommendations for more efficient operation.
12. Maintains and updates office procedure manuals.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

13. Facilitates the reimbursement by clients of part or all of the costs of defense when appropriate by the taking of promissory notes or similar undertakings and referral of those in default to appropriate collection procedures.
14. Prepares and distributes at least annually a report to the Executive, Legislative and Judicial branches showing total expenditures for administration, superior Court cases, and District Court cases, and showing reimbursement paid into the County Clerk's Office under Superior Court order, paid into the several District Courts under their orders, and collected by the department.
15. Reviews and recommends to the Court concerning applications for the expenditure of public funds for experts for indigent defendants in criminal actions, and to research and recommend procedures to be followed.
16. Reviews court files of pending actions for the purpose of recommending court-initiated settlement conferences and conducts such settlement conferences when assigned.
17. Undertakes such other administrative, legal or quasi-judicial duties as may be assigned, from time to time, by the Presiding Judge of Superior Court.

MINIMUM QUALIFICATIONS

Licensed to practice law in the State of Washington and two (2) years experience in criminal or civil litigation. Experience in one or more of the following areas is preferred: 1) Public or business administration/management, 2) Accounting/statistical, 3) Budget Administration, 4) Credit/collections, 5) General law practice. Knowledge of indigence determination procedures and guidelines is highly desirable. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the judicial and criminal justice system;
- interviewing and counseling techniques and practices.

Ability to:

- effectively plan, coordinate and administer a social service program;
- effectively interview incarcerated individuals and determine their needs;
- plan, coordinate and supervise the work of subordinate employees;
- establish and maintain effective working relationships with superiors, subordinates, peers, associates, incarcerated individuals and the general public;
- communicate effectively, both orally and in writing;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- maintain required records and prepare clear, concise written reports;
- gather, analyze, evaluate and synthesize a variety of data including financial information;
- make decisions under pressure.

SUPERVISION

Incumbent uses considerable independence in performing the duties of Court Services Administrator and work is reviewed through status reports and meetings with the County Executive and the Superior Court Judges.

WORKING CONDITIONS

Usual office environment with frequent visits to persons incarcerated in the County jail.

Class Established: 1973 as Assigned Counsel Administrator

Revised: December 1987

EEO: 2 - Professionals

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

Spec No.240160