

SNOHOMISH COUNTY JOB DESCRIPTION

DISTRICT COURT ADMINISTRATOR

Spec No. 1109

BASIC FUNCTION

At the direction of the Snohomish County District Court *en banc* and the Presiding Judge; lead, plan, direct, coordinate and manage the non-judicial personnel, staff support services and the administrative functions of the court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Lead, plan, organize, coordinate and direct the operations and administrative functions of the court.
2. Directs financial management for the courts; prepare, submit and justify the budget; prepare, and/or supervise the preparation of program plans, goals and objectives, and funding requests; administer court budget; authorizes expenditures for expert defense and other court services direct accounts payable and receivable.
3. Directs jury management for the court.
4. Directs mandatory mediation for the court.
5. Directs personnel administration for the court; supervise and direct the work of subordinate employees; evaluate the work of subordinates; select, hire, train, coach, motivate, develop, discipline and terminate subordinate employees as necessary; represent the court in labor negotiations.
6. Directs case flow and records management.
7. Develop, recommend and implement goals, policy statements, planning, research and statistical analysis for the court; work with the Presiding Judge, standing and ad hoc committees on a wide range of special projects.
8. Directs liaison functions, media and public relations for the court; direct interactions of the court with other agencies, departments and branches of government, the Administrative Office of the Courts, public and private attorneys, and other interested parties.
9. Directs technology acquisitions, applications and technical support.
10. Directs staff support services for the court; resolve a wide range of issues regarding support services and non-judicial personnel.

STATEMENT OF OTHER JOB DUTIES

11. Coordinates specialty courts, including mental health court; and other community programs.

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STATEMENT OF OTHER JOB DUTIES (Continued)

12. Coordinates probation services and programs.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, legal administration, criminal justice administration 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 equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

A Juris Doctorate or Master's degree is preferred.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- court and legal administrative functions
- legal system and dynamics of legal culture
- diverse and complex organizations
- principles and practices of public administration and supervision
- public disclosure and records management and applicable laws, e.g. GR 31.1
- jury management

Ability to:

- establish and maintain effective working relationships with diverse groups of individuals including judges, elected officials, citizens, and individuals of differing ethnic and socio-economic backgrounds
- communicate effectively in writing, orally, and graphically; deliver effective presentations and facilitate group activities
- prepare clear and concise reports and documents
- make independent decisions
- demonstrate effective leadership and delegation
- act with sensitivity to political issues and the political environment
- maintain confidentiality
- appreciate the role of the judicial branch in relation to the other branches of government

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SUPERVISION

The employee has a great deal of independence in performing the duties, and work is reviewed through status reports and meetings.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: July 1998

Revised and Re-titled: April 2017

EEO Category: 1 - Officials and Administrators

Pay Grade: 113 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous