

SNOHOMISH COUNTY JOB DESCRIPTION

DISTRICT COURT ASSISTANT ADMINISTRATOR

Spec No. 1124

BASIC FUNCTION

To plan, direct, coordinate, organize and provide administrative direction and coordination of the non-judicial personnel, staff support services and all programs within District Court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represents the District Court Administrator in the daily operation, business and legislative interests for the court related to District Court services.
2. Assists in aligning objectives, goals, priorities and deadlines for department management and review processes consistent with planning, budget, and reporting processes; assists the Administrator by answering questions and making decisions regarding court services and operations.
3. Selects, hires, terminates and disciplines subordinate employees as needed; assigns, reviews and evaluates the work of management staff; administers human resource issues including the development and interpretation of personnel policies and procedures; interpretation and application of personnel rules and union contract within the court; represents the court in union negotiations and liaise with Union Officials; is a liaison with deputy prosecutor in personnel matters; negotiates and administers contracts relating to court functions and operations.
4. Has full management oversight for the District Court operations 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, mediation, interpreters, ADA 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 District Court Judges' priorities and in collaboration 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 the financial management of the court, preparation of program plans, goals and objectives, funding requests, and implementing and monitoring the adopted budget to ensure the court does not exceed authorized spending limits.
6. Provides consultation, assistance, and direction 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 court.
7. Ensures the development and maintenance of systems, procedures, tracking mechanisms, reporting, and controls in program areas to ensure proper documentation

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

of service delivery efforts, implementation of policy to improve operational efficiency, 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. Performs audits of District Court divisions and finance to verify implementation of correct operations; makes necessary corrections to operations consistent with District Court policies and procedures.
10. Assists in the development, recommendation, and implementation of goals, policy statements, planning, research and statistical analysis for the court; works with the Administrator, Presiding Judge, standing and ad hoc committees on a wide range of special projects.
11. Assists with direct liaison functions, media and public relations for the court; assists with coordinating interactions of court system with other branches of government, the Administrative Office of the Courts, public and private attorneys, and other interested parties; assists with the responsibility of producing informational reports that describe court business and operations.
12. Assists in the direction of staff support services for the court and resolving a wide range of issues regarding support services and non-judicial personnel.

STATEMENT OF OTHER JOB DUTIES

13. Assumes the duties of the Administrator in his/her absence.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree with major coursework in business, law, public administration or a closely related field; AND, five (5) years related work experience of which two (2) years must have been in a supervisory 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 equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License may is required.

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 courts of limited jurisdiction, social service delivery, and court proceedings
- principles and practices of personnel administration including federal, state, and county laws, rules and regulations
- labor law and its application
- budget development and administration
- planning and program development
- standard office practices and procedures

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
- manage multiple projects and components concurrently, efficiently and accurately
- verify statistical reports and analyses prepared by others
- organize data for presentations, make presentations and facilitate group communication
- exercise independent and appropriate decisions making skills;
- manage organizational change;
- demonstrate mediation, negotiation and conflict resolution skills;
- work with diverse interest groups in a complex organization;
- 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. 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 District Court management team.

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WORKING CONDITIONS

The majority of 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 2002
Revised: February 2019
EEO Category: 2 - Professionals
Pay Grade: 110 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous