

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **PROGRAMS ADMINISTRATOR, SUPERIOR COURT**

Spec No. 1130

#### **BASIC FUNCTION**

To plan, coordinate, and manage programs and responsibilities of the Operations Division of Superior Court.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, coordinates and manages administrative operations and program activities within the Superior Court Operations Division; coordinates responsibilities between the Superior Court, Jury, Clerks Office, Juvenile Probation and Detention, Bar Association, Prosecuting Attorney's Office, Courthouse Marshals, jail transport, law enforcement agencies, and other agencies and facilities that interact with the Court. Manages interpreter scheduling and fees, ADA services and expert witness process.
2. Plans, organizes, coordinates, supervises and evaluates the work of subordinate employees, contracted professionals and volunteers; participates in and makes recommendations concerning the hiring, discipline, transfer, and termination of employees, and contract professionals; advises, assists and trains employees.
3. Reviews staff decisions in relation to department policies, procedures and objectives; provides guidance in crisis management and conflict control and resolution methods between supervisors and line staff; manages training program for new and existing divisional staff and professionals.
4. Prepares and presents oral and written reports on program and cases assigned for services; ensures that Superior Court Judges, Commissioners and administrative staff have substantial information on policy changes; coordinates system changes among various departments and agencies within the justice system, ensuring that changes are implemented smoothly and effectively and serve the interest of Superior Court, litigants and the overall legal environment.
5. Develops and plans for on-going programs and budgets; achieves goals within budgeted funds and available personnel; monitors and authorizes expenditures, prepares grant applications/reports, compiles necessary data to meet future goals and objectives, maintains policies in electronic form and ensures appropriate access to all policies, procedures and administrative orders by judicial officers, law clerks, and court staff.
6. Develops, recommends and implements program objectives, operational policies, procedures and work standards; analyzes current practices to ensure compliance with statutory requirements, labor agreements, court standards and county codes, and grant requirements.
7. Ensures that programs dealing with the public such as ADA compliance, interpreter services and access to the court system are being carried forth according to court policy.

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### **STATEMENT OF ESSENTIAL JOB DUTIES (Continued)**

8. Interfaces between the Court's technology manager, judicial officers/law clerks, and court staff in the implementation and updating of new technology. Works with the Court's case manager and technology manager to plan for and implement training in the use of new technology. Conducts ongoing training as needed in the use of court case management computer software or other programmatic databases.
9. Represents Superior Court in various capacities affecting guardian ad litem programs and Family Court Services ensuring that the Court's needs and concerns are addressed.
10. Serves as a member of the management team and performs related duties for peer Manager and Assistant Administrator for Superior Court Operations in his/her absence as assigned.

### **STATEMENT OF OTHER DUTIES**

11. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Master's degree in business, public or judicial administration or a related field; AND, three (3) years of supervisory experience in the justice or legal system; AND, four (4) years of related work experience in the judicial or legal system, and/or general management; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests. Comparable combinations of relevant education, experience, and training will be evaluated to verify the applicant's ability to perform the job.

### **SPECIAL REQUIREMENTS**

Applicants may be required to pass a criminal background check, including fingerprinting, reference verification, polygraph examination and psychological. A valid Washington State Driver's License may be required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- judicial and legal systems for both Juvenile and Superior Court operations including offender and non-offender programs, services and trends
- federal, state and local laws, rules and regulations
- a variety of technology and software applications
- principles and practices of supervision of program administration and planning
- research design and techniques
- policy, issue and statistical analysis
- grant writing and budgetary applications

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#### KNOWLEDGE AND ABILITIES (Continued)

##### Knowledge of:

- concepts and principles of community and intergovernmental relations within a team context

##### Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- work independently, under pressure and meet deadlines
- exercise good judgment in responding to difficult people, problems, questions and situations
- maintain confidentiality
- use tact and diplomacy
- apply abstract principles, guidelines and concepts to concrete work situations and formulate effective recommendations and solutions
- communicate effectively with people, regardless of age, sex, social, economic, cultural or background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- respond effectively in crisis and emergency situations
- express ideas, recommendations and presentations clearly and effectively, both orally and in writing individually or in a group setting
- establish and maintain effective working relationships with justice system officials, community organizations and agency staff, associates, or other county employees and the public
- follow oral and written instructions
- maintain detailed records and prepare clear, concise written reports
- exercise initiative and judgement and make decisions within the scope of assigned authority
- use advanced Microsoft Office word processing, spreadsheet and database applications
- read, interpret and apply laws, rules, regulations and legislation, including county personnel rules and labor agreements

#### SUPERVISION

The employee works with minimal supervision and reports directly to the Assistant Administrator of Superior Court Operations for guidance and direction. The employee supervises, either directly or through leads and/or supervisors, the work of Superior Court Operations Division and its employees.

#### WORKING CONDITIONS

The work is performed in the usual office environment and may require regular dealings with distraught or difficult individuals.

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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: September 2003 as Superior Court Programs Manager

Retitled: April 2008

Revised: December 2014

EEO Category: 1 – Officials and Administrators

Pay Grade: 110 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous