

# SNOHOMISH COUNTY JOB DESCRIPTION

## SUPERIOR COURT ADMINISTRATOR

Spec. 1088

### BASIC FUNCTION

At the direction of the Snohomish County Superior Court *en banc* and the Presiding Judge, administers the programs and services for Superior Court. Provides managerial leadership for selection, management, mentoring, and evaluation of non-judicial personnel and court staff.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads, plans, organizes, coordinates and directs the administrative functions for all superior and juvenile court programs and services.
2. Directs the development and administration of the courts budget based on staffing and resource requirements, cost estimates, legal mandates/directives, revenue projections and judicial goals. Directs financial management for the court including; oversee grant application submission, administration and compliance, contracted program services, accounts payable and receivable.
3. Directs Superior Court programs and services which includes judicial support, case management, jury system administration, ADA, mandatory arbitration, interpreters, Court Appointed Special Advocate and Guardianship Monitoring Program as well as other programs/services for the court.
4. Directs Juvenile Court programs and services which includes secure detention, operations, probation services, diversion programming, youth enrichment services and volunteer Court Appointed Special Advocate services as well as other programs/services for the court.
5. Directs personnel administration for the court; supervises, directs, and evaluates the work of subordinate employees; selects, hires, develops and trains, coaches, motivates, disciplines and terminates subordinate employees as necessary; represent the court in labor negotiations.
6. Develops, recommends and implements goals, policies, local court rules, administrative orders which involves planning, research and statistical analysis for the court; develops resources to ensure sustainability including the Court Continuity of Operations Plan, Language Assistance Plan. Works with the Presiding Judge on standing and ad hoc committees on a wide range of special projects.
7. Directs liaison functions, cultivates a positive public image and awareness of the Courts; plans and participates in community relations programs, directs media and public relations for the court; direct interactions of the court with other agencies, departments and branches of government, the state Administrative Office of the Courts, attorneys, and other interested parties.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Directs technology program and services; authorizes and approves acquisitions, applications and technical support for court use.
9. Represents the court on local and state committees and outside organizations; develops initiatives related to access to courts, public relations, education, workforce management, ethics, case and workflow as well as other global issues of meeting public needs related to the court.
10. Coordinates security and building issues with other departments.

### STATEMENT OF OTHER JOB DUTIES

1. Coordinates specialty courts, including adult, family and juvenile drug courts.
2. Proposes and designs alternatives to improve program effectiveness and efficiencies for delivery of legally mandated services, and implements improvement to programs, professional services, and operating systems.

### MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, legal administration or a related field; AND, seven (7) years of increasingly responsible experience in court administration, court operations, or a related field, including five (5) years in a management or supervisory capacity; OR any 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 in Public/Business/Court Administration 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 listed above
- separation of powers among branches of government
- legal system and dynamics of legal culture
- diverse and complex organizations
- management practices for juvenile secure detention facilities
- best practices for juvenile diversion, dependency and probation services
- information, telecommunications and records management principles and technology

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### KNOWLEDGE AND ABILITIES (Continued)

- principles and practices of public administration, planning, budgeting, policy-making, leadership, performance measurement and management

#### Ability to:

- establish and maintain effective working relationships with others including judges, elected officials, and citizens
- communicate effectively in writing, orally and graphically; deliver effective presentations and facilitate group activities
- analyze and evaluate court programs and services, and take effective action to correct deficiencies, create efficiencies and resolve problems
- prepare clear and concise reports and documents
- use independent judgment and effective decision-making to effectively solve problems
- demonstrate effective leadership and delegation; effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals and groups
- act with sensitivity to political issues and the political environment
- work in a fast-paced environment and maintain composure when faced with adverse situations
- maintain confidentiality

### 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 at Superior Court and the Denney Juvenile Justice Center with periodic trips to locations outside the courthouse complex to attend meetings and other office responsibilities. The employee is required to work evenings, weekends, and holidays as necessary.

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

[EEO policy and ADA notice](#)

Revised and/or Retitled: April 1981

Previous Spec# 240152

Revised: April 2001, June 2014, October 2017

EEO Category: 1 – Officials and Administrators

Pay Grade: 115 - Management Exempt Pay Plan (SCC 3.68 & 3.69)

Workers Comp: 5306 Non-Hazardous