



Skagit County Superior Court Administrator

SALARY	See Position Description	LOCATION	Mount Vernon, WA
JOB TYPE	Regular Full-Time	JOB NUMBER	0906-0724
DEPARTMENT	Superior Court	OPENING DATE	07/02/2024
CLOSING DATE	8/6/2024 5:00 PM Pacific		

Summary

The Court Administrator works under the direction and supervision of the Presiding Judge in accordance with General Rule 29 and all applicable state laws.

This position assumes full responsibility for the planning, directing, implementation, and management of all the non-judicial, day-to-day operations of the court. The Court Administrator develops and implements policies and procedures, the court budget, oversees personnel management and development, accounting, case-flow management, oversight of projects, grants, and contracts, establishes and maintains the court's continuity of operations plan, and performs other responsibilities as required while also serving as the de facto department head of the Skagit County Law Library.

This position requires leadership and strategic vision, with the approval and collaboration of the judges, including but not limited to developing short- and long-term goals for effective court services. The Court Administrator, at the direction of the judges, is responsible for implementing those goals on behalf of Skagit County Superior Court.

Salary upon hire is \$53.57/hr to \$57.39/hr (step 1 through 3) depending upon qualifications.

Progressive increases are based upon years of service with Skagit County, up to step 10 (top step is \$71.28/hr.). The Superior Court Administrator (Superior Court) is Range 33 of the Non-rep salary schedule.

Essential Functions

Establishes and maintains effective working relationships with judicial officers, attorneys, elected and appointed officials, justice partners, other branches of government, court staff, court customers, and members of the public. Works closely with the Law Library Board of Trustees.

Oversees daily court operations, including scheduling of hearings and trials. Proposes and implements changes to processes to ensure the effective delivery of court services.

Responsible for all non-judicial personnel including: hiring, training, supervising, and disciplining of court and law library employees; addressing complaints, grievances and disputes; resolving problems; maintaining personnel files as needed;

implementing organizational changes; approving and scheduling leave time. Plans, assigns and reviews work of staff.
Conducts employee evaluations.

Responsible for all financial functions of the court and law library, including payroll, accounts payable, accounts receivable, cash handling, purchasing, and audits. Oversees the development and administration of the court and law library budgets, in collaboration with the Presiding Judge and the Law Library Board of Trustees, respectively.

Informs, updates, and advises the presiding judge of financial conditions, program progress, and identifies issues and opportunities for improvement and/or policy changes.

Conducts the planning, management, and implementation for the changing physical, equipment, and technological needs of the court and Law Library, including space design, utilization, and maintenance.

Develops and implements policies and procedures for the court and law library.

Acts as the court liaison with other governmental entities, media, and the public. Attends and participates in meetings within the county and other entities on behalf of the court as directed.

Responsible for the management and coordination of public outreach and external communications for the court including through updates of the court's website content and communication with the media.

Serves as the ADA Coordinator for the Skagit County Superior Court. Processes requests and maintains records.

Manages the Title 11, 13, and 26 Guardian ad Litem programs for Superior Court. Monitors, updates, and establishes registries for Titles 11 and 26. This includes but is not limited to the following:

- Selecting a review committee.
- Reviewing all applications for new GALs to determine qualification appropriate.
- Authorizing & communicating to new GALs
- Overseeing and tracking number of cases assigned to each GAL
- Reviewing & approving authorized payment for services.

Serves as the Director of Arbitration, managing, processing, and tracking all arbitration matters. The administrator is solely responsible for this program which includes but is not limited to the following:

- Reviewing applications and authorizes new attorneys to be added to registry.
- Maintaining the registry of authorized arbitrators for Skagit County Superior Court.
- Maintaining the JIS arbitration system which includes setting up new cases, docketing, tracking, and closing upon award and settlement.
- Preparing arbitration package including strike list for attorneys or pro se litigants in a case.
- Reviewing and authorizing payment for arbitration services.

Manages and is responsible for judicial exchange programs. This function involves coordination and constant communication between other courts and the participants for all hearings and trials.

Responsible for all contracts, grants, and interlocal agreements for Superior Court and the law library and any required reporting processes.

Oversees the maintenance, retention, and disclosure of records and documents in accordance with applicable rules, laws, and regulations.

Manages case-flow for Superior Court which includes monthly monitoring and evaluation of caseload reports from the State

of Washington's Judicial Information System. Plans and implements changes as necessary.

Plans and implements any special events as required including but not limited to the Annual National Adoption Day celebration, Family Reunification Day, court tours and presentations, and swearing-in ceremonies of new attorneys and judicial officers.

Prepares annual report for Skagit County Superior Court.

Attends Law Library Board of Trustees meetings. Chairs meetings when Board President is unavailable. Provides budget information. Attends meetings with other county departments representing the law library.

Participates in continuing education and development related to leadership and management and in the court business areas identified by the National Association for Court Management (NACM) as core competencies.

Responsible for Skagit County Local Court Rules and to implement changes in policies or procedures due to legislation and/or court rules that directly affect the court. This includes development of forms, public outreach, and internal trainings.

Oversees all jury functions for Superior Court. Responsible for jury management by generating, processing, and analyzing jury data reports, including juror summons and qualification forms.

Monitors applicable state and local court rules, laws, and proposed legislation for any changes that affect court operations or case management.

Oversees the scheduling of resources which include assigning judicial assistants, scheduling interpreters, hiring pro tem judges and court reporters, and ensuring the appropriate size courtroom available for the type of calendar or trial.

Participates in Washington State and local organizations, committees and boards related to the justice system.

Maintains the legally required confidentiality of the court.

Oversees security measures and issues affecting court operations, including planning, training, and reporting as required.

Develops, oversees, and implements the court's Emergency Management and continuity of operations planning, including attending emergency management briefings to exchange information, maintaining related supplies and equipment.

Supervisory:

This position has direct supervisory responsibilities over subordinate staff.

OTHER JOB FUNCTIONS:

May be tasked with performing related duties. Related duties as required are duties that may not be specifically listed in the position description, but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical path to obtain the required qualifications would be:

Bachelor's Degree in judicial, public or business administration, plus two years' experience in administration, operations, and personnel supervision, preferably in a court or legal environment.

ICM (Institute for Court Management) degree in conjunction with a bachelor's degree plus two years' experience in a professional management position in the justice system or; eight years' experience as an Assistant Administrator, Department Head, or equivalent in a Superior Court environment.

An ICM degree will be considered the equivalent of two years' experience.

An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

Requires knowledge of:

- Policies, procedures, and laws pertaining to the operation of Courts.
- Principles of administration, planning supervision, and organization.
- Trends in Court management, State, Federal and local laws, office software tools and general budget and accounting concepts.
- Strategic planning for court operations.
- Legal process, legal technology, rules and statutes as they apply to court functions.
- General budget and accounting concepts.
- The National Association for Court Management (NACM) core competency curriculum for court managers which includes leadership, case flow management, vision and strategic planning, information technology management, Court community communication, resources, budget and finance and education training and development.
- Applicable employment laws, county, court and union contract provisions.

Requires the ability to:

- Work and communicate effectively with judicial officers, court staff, the public, and other governmental entities in a multi-tasking environment.
- Exercise sound judgment, independence, and leadership while also serving under the direction of and in collaboration with the presiding judge.
- Make consequential work decisions in accordance with laws, regulations, and court policies and procedures, often in situations where there may be little precedent.
- Work with constant interruptions, which require immediate decision-making and feedback.
- Accurately and efficiently oversee the financial, record-keeping, and scheduling procedures for the court.
- Operate standard office equipment.
- Type and use word processing programs that are department specific such as calendaring, jury management, criminal and jury case programs.
- Utilize programs in several different databases and recommend improvements in those programs.
- Organize, train and lead the work of the non-judicial staff.
- Have strong organizational skills, with effective skills in management and team building, problem-solving, and follow-through.
- Understand and implement complex oral and written instructions or regulations.
- Demonstrate understanding of global perspective and organizational development and behavior.
- Consistently apply leadership principles, conflict resolution, proactive intervention, group facilitation and contract and negotiation skills.
- Communicate with the public, attorneys, litigants, and staff regarding court policies, procedures, and rules.
- Understand the court's role within government as a separate and independent branch of government.
- Perform work diligently, efficiently, equitably, and thoroughly while demonstrating a commitment to fairness and transparency without bias or prejudice.
- Demonstrates a commitment to diversity, equity, and inclusion.
- Make quick and accurate decisions.

Licenses and/or Certifications:

Valid Washington State Driver's License

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed primarily in an office or Courtroom environment. Ability to see and hear. Small amounts of lifting, bending, reaching, etc. Physical travel away from the office is required for various conferences, boards and committees, and training sessions.

Hazards:

Those present in a normal office environment. Possible carpel tunnel syndrome due to extended periods of keystroking. A physical hazard may occur from agitated defendants awaiting trial, or during trials or hearings, as well as from the general public with threats either verbal, physical or with weapons and exposure to germs from dealing with the public.

Supplemental Information**SELECTION PROCESS:**

Following review of applications and resumes, the highest qualified applicants will be interviewed and may be tested. After a selection is made, all applicants not selected will be notified in writing. Skagit County reserves the right to use applications received for this posting to fill any other positions within this classification which may open within six months following the closing of this position.

ADDITIONAL INFORMATION:

Skagit County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

It is the policy of Skagit County to follow all federal and state laws to ensure non-discrimination in its employment practices.

American with Disabilities Act (ADA) Notice: Individuals, who need an ADA accommodation to complete the application, test or interview process, please call: (360) 46-1380.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

Apply at: <https://www.governmentjobs.com/careers/skagitwa?page=2>

Agency

Skagit County

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Phone

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