

CITY OF ORTING

JOB DESCRIPTION

Job Title: Court Administrator

Department: Municipal Court

Reports to: Municipal Judge for court operations; City Administrator for all other matters

SUMMARY DESCRIPTION

This position is a full-time, Federal Labor Standard Act exempt non-civil service position. The Court Administrator plans, directs, manages, and oversees the activities and operations of the Municipal Court including daily oversight of court operations, development and implementation of Court policy and procedures, budget development and oversight, case-flow management, coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Municipal Judge.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Assume full management and responsibility for all department services and activities including daily oversight of department operations, case-flow management, coordinates assigned activities with other departments and outside agencies, recommends and administer policies and procedures.
2. Manage the development and implementation of department goals, objectives, policies and priorities for each assigned service area.
3. Manage and coordinate external communications for the Court in a variety of media formats.
4. Oversee and coordinate the internal court information technology requirements.
5. Handles or oversees sensitive, complex, or critical issues.
6. Responsible for hiring, training, supervising, job performance evaluations, and disciplining of court personnel in accordance with Court/City policies.
7. Direct and review the work of the Court Clerk and Assistant Court Clerk.
8. Manages case-flow, jury management, court records and physical plant and equipment needs of the court. Plans and implements procedural and administrative functions for the court.
9. Manages grants, contracts, and the accounting for collection of fines, fees and bail postings.
10. Develops, manages, and updates a court security plan.
11. Oversees and manages public record requests including staffing, processing, searching for responsive documents, providing responses to the requestor, tracking requests, and meeting due dates in accordance with RCW 42.56 and requisite court rules.
12. Oversee and develop the department's annual budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Prepares monthly remittance and reporting of court financial activities to the Finance Department.

14. Reviews and reconciles monthly the Municipal Court trust bank account.
15. Acts as the backup Court Clerk as needed and perform all Court Clerk functions.
16. Provides necessary court actions that may necessitate being on-call on weekends or holidays based on need. There is no requirement to stay within the City limits while on call but must be promptly available by telephone.
17. Prepare and present staff reports and other necessary correspondence.
18. Keep informed and manage changes due to updates in legislation or court rules that directly affect the court.
19. Attend and participate in professional meetings; stay abreast of new trends and innovations in the court management.
20. Establishes and maintains an effective working relationship with the Municipal Court Judge, attorneys, elected and appointed officials, external court customers and court staff.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Participate in the City's Emergency Operations Center during hazards.
23. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Procedures, rules, and laws pertaining to the operation of the courts.
- Legal terminology.
- The National Association for Court Management (NACM) core competencies: purposes and responsibilities of courts; case flow management; leadership; visioning and strategic planning; essential components; court community communication; resources, budgets and finance reporting requirements under state law and Judicial Information System; human resource management; education; training and development; and information technology management.
- State, federal, and local laws pertaining to the administration of a court.
- Washington State Budgeting, Accounting and Reporting System.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Develop and administer department goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Maintain confidentiality.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions

- and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
 - Respond to requests and inquiries from the general public.
 - Prepare clear and administrative and financial reports.
 - Prepare and administer budgets.
 - Interpret and apply applicable Federal, State and local policies, laws and regulations.
 - Communicate clearly, both orally and in writing.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Bachelor's degree from an accredited college or university desired, or any combination of experience and training that provides the desired skills, knowledge and abilities.

Experience: Four years of progressively responsible supervisory and administrative court experience.

License(s) or Certificate(s):

- Valid Washington State Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; occasional courtroom environment; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment. Occasional lifting of up to 25 lbs.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and

requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.