

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Court Administrator**
Department: **Municipal Court**

FLSA Status: Exempt
Union Status: Non-Represented
Updated: November 2021

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Manages the administrative functions of the Court and non-judicial personnel. Duties include the oversight of daily court operations, development and implementation of policies and procedures, budget development, case-flow management, oversight of projects, grants, contracts, and other responsibilities as required.

SUPERVISION RECEIVED:

This is an appointed "at will" position reporting to the Presiding Municipal Court Judge. Work is reviewed through personal conferences, group meetings, and written and oral reports reflecting results observed, reported and achieved.

SUPERVISION EXERCISED

The position exercises appointing authority (with Presiding Judge approval) and supervisory responsibility over all Municipal Court non-judicial personnel, either directly or through subordinates. As assigned or required may train or provide direction to other staff, seasonal/temporary, community service, and/or volunteer workers. May exercise project related supervision over consultants or contractors as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Accountable for all activities needed to ensure safe, effective, and efficient court operations and performance. Oversees security measures and issues affecting court operations.

Plans, organizes, directs, and evaluates activities and assigned tasks in order to achieve goals within available resources; selects, assigns, develops, motivates, and evaluates department staff; reviews results and directs changes as needed.

Provides leadership and training for all non-judicial personnel. Promotes and maintains staff morale and discipline, guides and assists subordinates in performance of duties, conducts performance evaluations, responds to complaints and addresses grievances.

Prepares and oversees department policies and standard operating procedures to ensure effective and efficient operations and records systems. Monitors changes in laws impacting court procedures. Ensures compliance with statutory requirements of the position, federal, state and local laws, department and city policies and procedures, collective bargaining agreements and legal requirements.

Oversees and/or prepares filing of all papers and related correspondence, files for court use, and notices to defendants. Maintains appropriate records and documentation.

Works confidentially and with discretion at all times. Maintains a non-judgmental attitude towards offenders.

Maintains composure and takes responsible action during stressful or dangerous situations and copes with a wide variety of situations with tact, discretion, courtesy, and respect for citizen's rights.

Responds to and resolves complex and sensitive service requests and complaints, meets with and discusses matters with other department directors and managers, public officials and citizens. Represents the department in the community, including through the news media.

Responsible for the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, departmental objectives, and goals. Monitors and maintains expenditures within budget guidelines and assures bid procedures are followed.

Manages grants and contracts, and the accounting of fines, fees and bail postings collected. Responsible for the accounting of all funds received and disbursed as required by statute.

Manages development and implementation of the internal court information technology requirements and use of the Judicial Information System (JIS).

Oversees deferrals, jail sentences, and probation matters.

Oversees case-flow and jury management program by generating, processing, and analyzing jury data reports including juror summons and qualification forms.

Oversees and prepares appropriate calendars including the setting of hearings as ordered. Coordinates judicial schedules including pro tem judges and court calendars.

Establishes and maintains effective working relationships with defendants and their families, attorneys, law enforcement personnel, other agencies, co-workers, criminal justice officials and the general public.

Responds to requests from judge, city prosecutor, police department and others for assistance and information; processes discovery activity.

Assists the public and explains court procedures. Responds to or directs telephone calls, written inquiries, and citizen visits to the appropriate departments.

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

Manages the installation and support of audio/video, computer, and specialized court-related hardware and software.

Manages the support of various web conferencing tools such as Zoom, YouTube, and Go to Meeting, etc.

Coordinates with correctional agencies to facilitate appearances in virtual or telephonic court proceedings. Coordinates physical transport of inmates with correctional agencies.

Directs website content and updates.

Participates in continuing education and development related to leadership and management.

Represents the court as an independent branch of government with local and state legislative and executive branches.

Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.

OTHER JOB FUNCTIONS:

Maintains regular, reliable and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Serves and participates as a member of the city's management team. As directed, may participate in various committees and community organizations.

Attends city council and other meetings, conferences and events as necessary, including meetings held before or after normal business hours. May be required to work weekends and before or after normal working hours.

Travels within the city as well as out of town to conferences or training.

Follows all applicable safety rules and procedures.

Reviews professional literature and remains current on developments related to applicable laws and municipal court operations.

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the Presiding Municipal Court Judge.

REQUIRED QUALIFICATIONS

Education and Experience:

An associate degree or higher from an accredited college or university with major coursework in Criminal Justice, Public Administration, Business Administration, or related field, and

A minimum of 5 years of increasingly responsible experience in courtroom, office or administrative work, at least 3 of which involve experience in mid-level management or above within the justice system, and

Evidence of ongoing professional training (classes, professional seminars, or conferences, etc.).

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Must successfully satisfy a background investigation.

Must be bondable.

Working Knowledge Of:

Policies, procedures and laws pertaining to the operation of courts.

Trends in court management, state, federal and local laws, office software tools and general budget and accounting concepts.

Strategic planning for court operation.

Thorough knowledge of principles of administration, planning supervision and organization.

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

Skilled In:

General Rule 29 (GR 29)

Strong organizational skills, with effective management and team-building skills.

Effective team management and the ability to mentor, train and supervise personnel.

Operation of listed tools, equipment and computer including extensive use of Microsoft products (Word, Excel, PowerPoint and Outlook).

Ability To:

Ability to work independently under pressure, being flexible, enthusiastic, and self-starting in work assigned.

Ability to perform the full range of court clerk and judicial assistant for sentence monitoring duties.

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups.

Read, comprehend, and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Perform the physical demands and essential duties and responsibilities described.

Perform basic arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Perform the physical demands and essential duties and responsibilities described.

Desired Skills and Abilities:

Prior administrative experience working for or directly with a court of limited jurisdiction.

Experience and proficiency in the Judicial Information System (JIS).

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software including JIS, 10-key calculator, telephone, typewriter, fax and copy machines, and audio/video recording system.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily at the municipal court and may include other city and county offices, including the jail, as needed. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (eg., copy machine toner), noise, traffic and vehicle hazards.

As duties involve working with and around potentially aggressive or hostile defendants or other individuals, the possibility of physical confrontation does exist, although it is not likely.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
