

**Asotin County
Board of County Commissioners
P.O. Box 250
Asotin WA 99402**

JOB POSTING

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE OF POSTING: March 17, 2010

CLOSING DATE: April 2, 2010

ANYONE WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION TO THE ASOTIN COUNTY COMMISSIONER'S OFFICE

FIRST CONSIDERATION WILL BE GIVEN TO REGULAR "FULL-TIME" OR REGULAR "PART-TIME" EMPLOYEES CURRENTLY WORKING FOR ASOTIN COUNTY.

POSITION TITLE: Court Administrator – Hell's Canyon Circuit (Asotin, Columbia & Garfield Counties)
DEPARTMENT: Superior Court
REPORTS TO: Presiding Superior Court Judge (Asotin County Courthouse)
RATE OF PAY: Salaried position – Approximately \$33,000.00/yr

SUMMARY: Responsible for the management of all judicial administrative functions. Duties include the oversight of daily court operations, management of judicial personnel, development and implementation of policy and procedures, budget development, case-flow management, oversight of projects, grants, contracts, court facilitator program and functions and other responsibilities as required.

This position reports to the Presiding Judge. Responsibilities include compliance with the statutory requirements of the position and the management, support, development and implementation of judicial personnel programs, policies and procedures. The Court Administrator must apply professionalism, knowledge and expertise to make decisions on complicated issues. These decisions often require proactive intervention and have wide-reaching or precedent-setting impact. The Court Administrator must apply problem solving skills in a highly visible environment. The Court Administrator must also run the court facilitator program and perform court facilitator functions until a separate position is created.

DUTIES AND

RESPONSIBILITIES: See attached job description

In compliance with the Immigration Reform and Control Act of 1986, Asotin County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG FREE WORK PLACE
AMERICANS WITH DISABILITIES ACT
Persons requiring accommodation should advise us of that need.**

An Asotin County Job Application is Required

**Asotin County
Job Description**

POSITION TITLE: Court Administrator – Hells Canyon Circuit
(Asotin, Columbia & Garfield Counties)
(This is an “at-will” Non-Bargaining Unit Position, Exempt from FLSA)

REPORTS TO: Presiding Superior Court Judge (Asotin County Courthouse)

SUMMARY: Responsible for the management of all judicial administrative functions. Duties include the oversight of daily court operations, management of judicial personnel, development and implementation of policy and procedures, budget development, case-flow management, oversight of projects, grants, contracts, court facilitator program and functions and other responsibilities as required.

NATURE OF WORK:

This position reports to the Presiding Judge. Responsibilities include compliance with the statutory requirements of the position and the management, support, development and implementation of judicial personnel programs, policies and procedures. The Court Administrator must apply professionalism, knowledge and expertise to make decisions on complicated issues. These decisions often require proactive intervention and have wide-reaching or precedent-setting impact. The Court Administrator must apply problem solving skills in a highly visible environment. The Court Administrator must also run the court facilitator program and perform court facilitator functions until a separate position is created.

EXAMPLES OF DUTIES: (including but not limited to):

Responsible for planning, directing, implementing and managing daily judicial personnel court functions.

Responsible for the management and coordination of external communications for the court, including television news and print media.

Oversees and coordinates the internal court information technology requirements.

Handles or oversees sensitive, complex, or critical issues. Attends Department Head meetings in all three counties on behalf of the Presiding Judge when the judge is not available.

Responsible for the hiring, training, supervision and discipline of judicial personnel employees.

Plans, assigns, and reviews the work of staff, conducts employee performance evaluations and recommends salary increases.

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.

Manages grants and contracts. Responsible for keeping informed of and managing changes due to updates in legislation or court rules that directly affect the court.

Manages fiscal policies and procedures, including the preparation, presentation and monitoring of the annual budget, payroll, purchasing and accounts payable.

Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.

Performs other work as assigned by the court, including, but not limited to, office management, telephonic and in-person reception, limited secretarial duties, running the court facilitator program and performing court facilitator functions for the Hells Canyon Circuit.

KNOWLEDGE, SKILLS AND ABILITIES:

Core Competencies

Court Operation: Knowledge of policies, procedures and laws pertaining to the operation of courts. Thorough knowledge of principles of administration, planning, supervision and organization, knowledge of trends in court management, state, federal and local laws, office software tools and general budget and accounting concepts. Knowledge of strategic planning for court operation.

Court Managers are expected to be skilled in 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, budget and finance; human resources management; education, training and development; and information technology management. Court Managers are expected to participate in continuing education and development in these court business areas.

Consulting: Makes decisions and develops options to issues having broad impact; facilitates organizational response to an issue; demonstrates understanding of global perspective and organizational development and behavior; consistently applies leadership principles, conflict resolution, proactive intervention, group facilitation skills, and contract and negotiation skills.

Analysis and Problem Solving: Facilitates the problem solving process at the organizational level; develops problem solving skills in others; develops collection and analysis methods for statistical or other data; designs, implements and modifies human resource database systems.

Communication and Interpersonal Interaction: Independently and collectively counsel judges and staff on significant challenges, fosters development of interpersonal skills in others; negotiates resolutions to conflicts which seem to be at an impasse; is sought out by others as the top level communicator in area of expertise.

Customer Focus and Business Orientation: Identifies and advocates for changes necessary to better meet customer needs; provides guidance to court in areas of expertise.

EXPERIENCE, EDUCATION AND TRAINING:

An AA degree is required. A Bachelor's degree, or equivalent, or experience in a professional management position within the justice system, or court facilitator experience, is preferred.

Relevant professional court management experience may substitute year for year for education requirement.

Minimum qualifications may be modified to suit individual court needs.

Must have a valid driver's license to travel to training, meetings, conferences.