



DISTRICT COURT ADMINISTRATOR

Department: District Court

Job Class: 062800

Pay Range: Executive 12

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

The Pierce County District Court Administrator works toward accomplishing the Court's mission of promoting respect for law, society and individual rights; providing an open, accessible, and effective forum for the resolution of cases; resolving all cases in a just, efficient, and timely manner; and assuring the dignified and fair treatment of all parties. The Court Administrator must have a commitment to justice, and to the independence of the Judicial Branch, and the ability to lead, and work collaboratively with elected state and local government officials, members of the private sector, and court staff. The Court Administrator functions independently and with other members of the administrative team to develop programs, projects, and services that contribute to the Court's mission. The Court Administrator works with the administrative team to identify the resources necessary to implement these programs, projects and services and develops the plans necessary for their implementation. The Court Administrator constantly monitors the operations of the Court to develop better ways to achieve the Court's mission. The Court Administrator works under the supervision and general direction of the Presiding Judge, and serves at the pleasure of the eight elected Judges. The District Court Administrator works under the supervision of the Presiding Judge and serves at the pleasure of the elected District Court Judges.

ESSENTIAL JOB FUNCTIONS:

The Pierce County District Court Administrator has four primary areas of responsibility.

- Provide leadership, vision, and develop a long-term strategy for effective court services. This includes: developing and implementing a long-term judicial branch strategic direction in collaboration with judges, court administrators and staff; identifying and initiating court innovations; developing administrative practices that promote the effective and efficient use of court resources; developing and overseeing compliance with organizational performance standards; overseeing the integration of strategic planning and budget preparation; motivating court personnel; and developing new sources of revenue.
- Represent and negotiate on behalf of the District Court as an independent third branch of government with local and state legislative and executive branch agencies. This includes: representing the District Court on local, state, and federal intergovernmental work-groups, committees, and task forces; negotiating the Court's position with public and private agencies and organizations; strengthening the Court's relationships with the media, community, and other branches of government; and negotiating with funding sources.
- Facilitate the development and implementation of court-wide policies, and procedures with judges and court personnel. This includes: coordinating all court operations; and organizing, directing, and participating on committees, work groups, and task forces to identify, implement, and evaluate service delivery options, and court-wide policies, and procedures; Additional duties and responsibilities of the Pierce County District Court One Director of Court Administration are to:

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- Direct and support court staff by: overseeing personnel management, including personnel policy direction, management, performance appraisals, union contract issues, and all other personnel matters; striving to maintain excellent working relationships with judges and court managers; serving as an internal organizational consultant in technical and administrative matters; directing the selection, supervision, and evaluation of court staff; overseeing the preparation and monitoring of the Court's budget; and facilitating the training of court managers; and supervising the operations of the Office of Presiding Judge.

SUPERVISION RECEIVED AND EXERCISED: Work will be performed under the general direction of the Presiding Judge and elected District Court Judges and serves at the pleasure of the judges. The District Court Administrator exercises supervision over the operations of the Court and staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions.

Work is performed in an office environment. Travel to various meeting locations may be frequent.

Attendance at meetings may occur outside the normal work schedule. Extended period of concentration and sedentary work is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. This job class requires the ability to sit for prolonged period of time. Finger dexterity is required in order to use and operate a personal computer and other related office equipment. Communicating both verbally and in writing at an advanced level is required. Travel to meetings away from the regular work site. This job class is subject to a stressful work environment while working on legal matter with judges, law enforcement and elected officials. There is minimum lifting requirement for this job class.

KNOWLEDGE SKILLS AND ABILITIES:

Demonstrated knowledge of:

- Court and justice system environments.
- Advanced principles and practices of public sector planning, budgeting, policy-making, leadership, performance measurement, and management.
- Intergovernmental and inter-organizational relationships.
- Separation of powers among government branches.
- Principles of team-building, personnel management, mentoring, and supervision.
- Information, telecommunications, and records management technology.
- Customer service, media and public relations concepts and techniques.

Demonstrated skill in:

- Consensus building, mediating and resolving complex, controversial, and potentially divisive issues.
- Working with judges and other elected officials.
- Effective problem-solving.
- Interpersonal relations.
- Negotiating.
- Persuasive and patient communication.
- Priority setting.
- Meeting and group facilitation.

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- Strategic thinking.
- Making critical decisions involving complex issues.
- Working collaboratively and using teams.
- Effective listening.
- Effective writing and speaking.
- Working with racially, ethnically, and other diverse groups of people.
- Supervising and evaluating professional, technical, and clerical staff.
- Developing, writing, and implementing court policies and procedures.
- Using a personal computer, electronic networks, and other information and communications technologies.

MINIMUM REQUIREMENTS TO APPLY:

Graduation from a four-year college or university with major course work in Court Administration, Law, Business or Public Administration, or closely related field; and five or more years of administrative/management experience directly related to the duties of the position, or any combination of education/experience which would clearly demonstrate the ability to perform the work. Master Degree preferred.