



**SUPERIOR COURT ADMINISTRATOR**

**Department:** Superior Court  
**Job Class #:** 063000  
**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 Superior Court Administrator is an executive management level position that is responsible for the overall operation of Pierce County Superior Court. The Superior Court Administrator is responsible for accomplishing the Court's mission of promoting respect for law, society, individual rights; providing an open, accessible, and effective forum for the resolution of cases; resolving matters in a just, efficient and timely manner; assuring the dignified and fair treatment of all parties. The Superior Court Administrator has considerable latitude in using independent judgment and making decisions involving the daily operation of Superior Court.

**ESSENTIAL FUNCTIONS:**

- Plan, organize, coordinate and manage the daily operations of Superior Court Administration, including daily procedures, calendaring, personnel, and case flow and records management.
- Oversee the critical functions necessary for the operation of the courtrooms, including docket preparation, courtroom coverage, jury administration, interpreter services, facilities services, court security, media management and ADA Accommodation.
- Develop and implement long term strategies for the effective management and adjudication of cases.
- Explain and interpret court policies and procedures with litigants, bar, and other affected agencies within the county, city, or state as necessary.
- Develop and implement policies and procedures to promote efficiency and compliance with laws, state and local court rules to improve court operations; draft or revise policy manuals and forms.
- Direct the development and implementation of court financial management policies and procedures to include clerical, payroll, purchasing and inventory of supplies and equipment, accounting, contracts, revenues and revenue analysis. Direct and monitor the preparation and administration of the court's annual budget.
- Manage, supervise and coordinate the activities of Superior Court Administration; determine work procedures, prepare work schedules and determine methods for expediting work flow.
- Assign, review, and approve the work of subordinate staff. In the absence of a supervising Judge, supervise and direct the work of Judicial Assistants and Court Reporters.
- Ensure effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.
- Oversee recruitment activities and make decisions regarding hiring and promotional actions for Superior Court Administration staff; oversee employee training and staff development programs.
- Conduct performance evaluations and develop performance measures and standards.
- Investigate grievances and complaints involving subordinates and recommend resolution, take disciplinary action as warranted and consult and coordinate with the Department of Human Resources.
- Approve leave requests and overtime, work schedule adjustments, training and ensure that there is adequate coverage during staff absences.

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- Review new legislation and state court rules for impact on Superior Court.
- Work with State Court Administrators on determining best practices. Provide recommendations to the Presiding Judge regarding implementing best practices.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Serve as liaison with law enforcement, county corrections bureau, members of the bar, Prosecuting Attorney's Office, Department of Assigned Counsel, other courts, county clerk's office, the media and other agencies or departments regarding the daily operations of Superior Court Administration.
- Identify new technologies for the improvement of case management, plan and manage procurement and ensure effective implementation; work closely with Information Technology Division to determine computer needs, convey requirements and coordinate implementation.
- Establish and maintain effective working relationships with State Court Administrators, County officials, employees and the general public.
- Develop and maintain records and reporting systems per county, state, and federal guidelines, providing for proper quality control.
- Receive and respond to public records requests for Superior Court documents and information.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Superior Court Administrator is responsible for managing programs, projects, administrative functions and staff. Full supervisory responsibility of subordinate employees is required by this classification. Work is performed under general direction of the Presiding Judge and duties are carried out in accordance with objectives. Work is performed with considerable latitude for independent action and judgment.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Superior Court Administrator typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Ability to travel to attend meetings away from regular work site may be required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

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- Court and justice system environments.
- Principles and practices of public sector planning, budgeting, policy-making, leadership, performance measurement and management.
- Separation of powers among government branches.
- Intergovernmental and inter-organizational relationships.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Information, telecommunications and records management principles and technology.
- Customer service, public education, media and public relations concepts and techniques.
- Effective case-flow management principles.
- Laws, court rules, regulations and procedures for superior courts in Washington State.
- Criminal and civil court operations.

#### **Skill in:**

- Use of the Pierce County Legal Information Network Exchange (LINX) system.
- Consensus building, mediating, negotiating and resolving complex, controversial and potentially divisive issues.
- Use independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

#### **Ability to:**

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Establish and maintain effective working relationships with Judges, judicial officers, administrators, elected officials, justice system partner agencies, department heads, employees and the general public.
- Understand, interpret and apply county, state and federal laws and regulations as related to the courts and case management.
- Effectively plan, supervise and evaluate the work of subordinates.
- Evaluate the efficiency and effectiveness of department procedures and activities.
- Work under stress and maintain composure when confronted with adverse situations.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Work collaboratively on building and using effective teams.
- Develop, write and implement court policies and procedures.
- Use a personal computer, electronic networks and other information and communications technologies.
- Explain clearly, verbally and in writing, information of a technical nature.
- Speak publicly and facilitate group meetings.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties, assignments and diverse projects concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.

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- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:**

A Bachelor's Degree in a related field from an accredited college or university, plus five (5) or more years of experience as a court or criminal justice manager or administrator OR any equivalent combination of experience and education is required. A post graduate degree in a related field is desired.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license is required. Ability to successfully complete all required background investigations.