



SUPERIOR COURT DEPUTY ADMINISTRATOR

Department: Superior Court
Job Class #: 147600
Pay Range: Executive 06

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 Deputy Court Administrator is an executive management level position within Superior Court Administration and is responsible for helping the Court Administrator accomplish 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 Deputy Court Administrator is responsible for the independent planning, designing and implementation of programs and projects that comply with the Court's policies and legal requirements, including but not limited to case management, jury management, interpreter and facility services, ADA Accommodation, court security, personnel management and general allocation of judicial resources. The work requires continual analysis of existing processes and procedures, originating new policies and techniques to deal with the many complex duties of this office; along with the coordination of these duties and functions through subordinates; making recommendations for changes that might make the best use of existing staff and judicial resources. Additionally, the Deputy Court Administrator must be able to coordinate with individuals within the court and individuals and agencies within the community to ensure the effective and efficient implementation and operation of the programs, projects and services of the court and to explain and interpret court policies and procedures with litigants, bar, and other affected agencies within the county, city, or state as necessary. The Deputy Court Administrator has considerable latitude in using independent judgment and making decisions regarding work priorities, methods and workflow and in the assignment of court administration personnel. This position reports directly to the Court Administrator and assumes the Court Administrator's functions and responsibilities whenever they are absent or otherwise unavailable.

BASIC FUNCTIONS

As part of the Superior Court Administrative Management Team, the Deputy Court Administrator, assists the Court Administrator in providing leadership, vision and development of a long term strategy for effective court services. This includes, but is not limited to:

- Assuming the responsibilities of the Court Administrator when they are absent or otherwise unavailable.
- Serving as a member of the Superior Court four-person Administrative Management Team.
- Maintaining excellent working relationships with judicial officers, administrators, elected officials and justice system partner agencies.
- Participating in the recruitment, selection, hiring, supervision and discipline of personnel.
- Assists the Court Administrator as needed in the development, monitoring and revision of the Superior Court budget. Oversees the ordering of supplies and materials. Conducts research for additional funding or support from county, state or federal agencies or private non-profit foundations.
- Performing other duties as assigned by the Court Administrator or Judicial Officers.

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Assists the Court Administrator in representing the Superior Court as an independent third branch of government. This includes, but is not limited to:

- Serving 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 regarding the daily operations of Superior Court Administration.
- Communicating and promoting the best possible working relationships with county, state and federal agencies, private community agencies, judicial officers and the bar.
- Assisting in the formulation of the Court's policies and procedures on matters related to case processing and scheduling, personnel management, security management, media relations, ADA accommodation and day to day operations.
- Representing the Court Administrator or the Court, or serves as a liaison for the Court, on various work groups and committees.
- Assisting the Court Administrator in receiving and responding to public records requests to Superior Court.

Develops and implements a long-term strategy for the effective management and adjudication of cases. This includes, but is not limited to:

- Assisting the Court Administrator in developing and implementing the judicial branch strategic direction as it relates to criminal and civil cases.
- Identifying new technologies for the improvement of case management, planning and managing procurement and ensuring effective implementation.
- Developing operational goals and objectives.
- Developing and implementing effective administrative practices to improve court operations.
- Providing effective direct leadership to the personnel in Superior Court Administration and effective indirect leadership by example to other staff and judicial officers in Superior Court.

Develops, implements, monitors and evaluates policies and procedures to ensure the fair, efficient and effective processing of cases. This includes, but is not limited to:

- Developing policies to promote efficiency and compliance with laws, state and local court rules and other court policies.
- Reviewing new legislation and state court rules for impact on Superior Court.
- Drafting or revising procedures, manuals and forms to implement policies.
- Coordinating policies with partner agencies and individuals.
- Providing training to court staff, judicial officers and partner agencies on the proper implementation of court policies.

Oversees the day to day operations of Superior Court Administration. This includes, but is not limited to:

- Planning, organizing, coordinating and managing the daily operations of Superior Court Administration, including daily procedures, calendaring, personnel, case flow, records, jury management, interpreter services, facilities, security and work assignments.

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- Overseeing 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.
- Providing as needed, the collection, preparation and analysis of complex reports and statistics requiring a thorough knowledge of Superior Court operations, procedures and regulations.
- Supervising and evaluating the Superior Court Administration staff and overseeing the arrangement of, or directly providing for, their training needs.
- Developing, maintaining and leading a vigorous organizational team charter and staff personal development program in Superior Court Administration.
- Performing essential personnel management duties within Superior Court Administration.
- Delegating responsibilities and coverage assignments within Superior Court Administration and following up on those delegations.
- Developing, documenting and interpreting court policies in relation to the activities of Superior Court Administration and ensuring that the policies are followed; addressing questions that subordinates cannot answer and receives, investigates and resolves or recommends solutions, to the public's complaints and problems.
- Handling personnel grievances and complaints, and in conjunction with the Court Administrator, taking disciplinary action as warranted. Consulting and coordinating with the Department of Human Resources and Assigned Civil Division Prosecuting Attorney as needed on personnel actions.
- Reviewing and approving requests for leave, work schedule adjustments and training requests.
- Reviewing and analyzing workspace requirements for staff with the facilities coordinator and court administrator. Making remodeling or modifications as necessary.
- Reviewing and analyzing technical requirements for staff with the court technology team and court administrator.
- Conducting regularly scheduled team meetings to ensure that consistent policies, procedures and practices are developed, implemented and followed which most effectively meet the needs of judicial officers and related personnel.
- Coping with stressful or emergency situations calmly, effectively and with a solution focused manner.

QUALIFICATIONS

A Bachelor's Degree in a related field from an accredited college or university, plus four (4) or more years experience as a court or criminal justice manager or administrator. A post graduate degree in a related field is desired. Any combination of training, education and experience that provides the required knowledge, skills and abilities may be substituted for the four (4) year experience requirement. Demonstrated leadership and interpersonal skills with proven management abilities are essential. The ability to handle multiple and sometimes competing priorities in a high stress environment is essential.

PHYSICAL REQUIREMENTS

The physical demands 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 periods 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 is required. This job class is subject to a highly stressful work environment while working on legal matters for judicial officers, criminal justice agencies and elected officials. This job class

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requires minimal lifting.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of, or ability to become skilled at:

- 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 of team building, personnel management, mentoring, staff education and training, and supervision.
- 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.
- Using the Pierce County Legal Information Network Exchange (LINX) system.

Demonstrated ability 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.
- Strategic thinking.
- Making critical decisions involving complex issues.
- Working collaboratively and building and using effective teams.
- Effective writing, speaking and listening.
- 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.
- Public speaking.
- Maintaining impartiality and confidentiality.
- Upholding honesty and integrity.