



Whitman County

Position Description

Effective Date: May 20, 2025

Position Title: Judicial Services Director

Job Family: Judicial Services Director

Classification #: 196

Department Title: District Court

Department Code: 30

Pay Grade: Judicial Services Director

FLSA Status: Exempt

Union Status: Non-Represented

Reports to: Presiding Judge

ADA/EOE

Purpose

The Judicial Services Director is the chief non-judicial position in the court and works directly with the presiding judge. The director is responsible for directing the operations of the court. Developing, implementing and administering all non-judicial functions and daily operations of the court. The director must be a strong and trustworthy leader who possesses a passion for justice, superior service to the community and a commitment to the independence of the Judicial Branch.

Nature of Work

Responsible for compliance with statutory requirements of the position and the management, support, development and implementation of judicial personnel programs, policies and procedures. Performs duties at the professional expert level requiring application of knowledge and expertise for decision making on complicated issues. These decisions often require proactive intervention and have wide or precedent setting impact. Requires problem resolution skills applied in a highly visible environment and a thorough knowledge and understanding of statutory requirements,

Administrative Office of the Court procedures and the evolving caselaw mandated procedural environment.

Core Competencies

- Court Operation: Considerable knowledge of federal and state statutes and regulations pertaining to the operation of courts. Thorough knowledge of principles of administration, planning supervision and organization, knowledge of trends in court management, office software tools and budget and accounting concepts. Knowledge of strategic planning for court operation.

Court directors are expected to be skilled in the National Association for Court Management (NACM) core competencies which are: leadership; visioning and strategic planning; purposes and responsibilities of courts; promoting public trust and confidence in the courts and communication between the court and the community; budget and fiscal management; human resources management; education, training and development of court staff; accountability and court performance including case flow and workflow management; and information technology management.

- 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.
- 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.

Essential Functions

- Plans, directs and manages the activities, services and operations of the District Court. Oversees administrative and programmatic activities and special projects and ensure effective planning and prioritization of the District Court. Directs the development of changes in organization, staffing, work processes and management information systems to increase effectiveness and efficiency and reduce costs.

- Responsible for ensuring compliance with federal, state and local laws, regulations, codes and standards. Required to stay abreast of legislative changes and court rule updates affecting the District Court. The director must regularly monitor case law and propose legislative changes to ensure the court is compliant with current requirements. The director reviews and updates the court's policy, procedures and legal forms to comply with changes in the law on a continual basis.
- Fosters the development of a professional and productive organizational culture to ensure the delivery of quality public service.
- The director communicates openly and collaboratively with diverse groups of individuals, county and state officials, departments and organizations, defense bar and social service agencies. Responsible for building strong and successful strategic-partner relationships with inter-governmental and outside stakeholders.
- Responsible for resolving complaints raised by the public, court staff, attorneys, law enforcement, other departments and agencies as well as defendants who are often emotional, angry or hostile.
- Provides leadership in court matters at the state and local level through active participation in task forces, committees and association meetings, especially those arising out of the Administrative Office of the Courts and the District and Municipal Courts Management Association.
- Conducts research, collects statistical and other data, provides timely reporting to local, state and federal agencies.
- Administers the accounting of court funds received and disbursed as required by statute, including bail, bonds, fines, costs, assessments and restitution. Develops policy & procedures for collection of unpaid fines, fees, costs and restitution.
- Develops, presents and administers the District Court budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary. Manages the county public defense contract. Promotes public trust through responsible fiscal management.
- Explores grant funding and other supplemental funding opportunities for the District Court and the Whitman County Courts as a whole. Conduct research, prepare and submit the application, manage the funding and create and submit annual reports to the state. The Trial Court Improvement Funds and Indigent Defense Funding Application programs are two examples that benefit both the District and Superior Court.
- Reviews proposals for collection services and selects a collection agency that complies with the court's philosophy and who pursues collection action in a respectful and successful manner
- Analyzes, evaluates and recommends capital improvements - computer, communication, courtroom audio/video equipment, and physical space requirements.
- Monitors interlocal agreements; proposes updates and improvements.

- Formulates and implements all departmental procedures, personnel policies, employee performance standards and evaluations.
- Responsible for hiring, training, evaluating, disciplinary action and termination of staff. Instructs, monitors and evaluates the performance of employees and takes appropriate disciplinary action if needed.
- Designs and manages in-house training programs; determines value and necessity of outside training opportunities for staff development.
- Conducts monthly staff meetings to review changes/developments in laws/rules that affect the court. Discuss the efficiency and effectiveness, success or failure of newly implemented procedures, policies and programs. Identify and resolve problems.
- Plans, directs, implements and manages daily judicial personnel and court functions in both the Colfax and Pullman court locations. Supervises staff by prioritizing and assigning work; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe work environment. Secure additional court rooms when needed, determine availability of presiding judge and arrange for conflict judges and pro dem judges when necessary.
- Determines which employees are allowed access to a variety of criminal justice electronic applications and services. (DAPS, DOL Court Forms, DOL driving abstract, Washington State Inside Courts web application, JABS, CIAR, BIT, eTickets, Spillman). Serve as JIS on-site manager- responsible for granting access, determining level of security and monitoring use of the Washington State Judicial Information Service for court staff and judges.
- Manages a variety of plans/programs - District Court's Data Dissemination Plan, Language Assistance Plan that benefits District, Superior, Juvenile and Colfax Municipal Court., Administrative Records Dissemination, Records Retention and Destruction Schedule. Lead in procurement of JIS equipment replacement funding every 5 years.
- Acts as the court's chief media liaison. Responsible for media and public relations for the court.
- Manages court interpreter program.
- Administers the court's jury program.
- Risk assessment as it pertains to safety and security of court facilities, court personnel, court participants and public who utilize the court.

Physical Requirements

The physical demands described are representative of those that are required of an employee to successfully perform the essential functions of the position; reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to: stand, walk, sit, use hands and fingers to handle or feel. The employee is occasionally required to reach with

hands and arms, stoop, kneel, and crouch. The employee is occasionally required to lift and/or move up to fifty (50) pounds. Specific vision abilities are required for this position including close vision.

Selection Criteria

- Knowledge
 - Of Federal, State and local laws, codes and regulations pertaining to District Courts
 - Of operations, services, and activities of a comprehensive District Court
 - Of principles and practices of program development and administration
 - Of methods and techniques of statistical data collection and analysis
 - Of research methods and report writing techniques
- Skills
 - In time and employee management
 - In strategic and critical thinking
 - In interpersonal relations
- Ability
 - To analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
 - To communicate effectively with people regardless of age, sex, social, economic or cultural background including persons with social or behavioral problems
 - To cope with stressful or emergency situations calmly and effectively
 - To prepare clear and concise administrative and financial reports
 - To effectively supervise, train and evaluate court staff
 - To establish and maintain effective working relationships

Experience, Education, and Training

Minimum Qualifications:

Bachelor's degree with relevant coursework in business, law, public administration, criminal justice or a related field; AND, five (5) years of increasingly responsible experience in court administration, court operations, or a related field, including three (3) years in management or supervisory capacity; OR equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.

Preferred Qualifications:

A Juris Doctorate or Master's/Advanced degree is preferred.