



## JOB DESCRIPTION

**JOB TITLE:**  
Court Administrator

**REPORTS TO:**  
Presiding Judge

**DATE:**  
October 2024

**Classification:**  
Non-Represented

**SPN:**  
959

**PAY RANGE:**  
OAE Grade 69

### COURT'S MISSION

The Spokane Municipal Court is dedicated to the fair, impartial, and just adjudication of all matters before it and is committed to employing evidence-based practices to deliver effective outcomes for those appearing before the Court and the community it serves.

### POSITION PURPOSE

Under the authority of the Presiding Judge and GR 29, develops and provides strategic leadership to the Court and City of Spokane regional criminal justice system through professional collaboration with other courts and criminal justice agencies.

Responsible for the coordination, administration, and management of all non-judicial functions of the Court including: (a) budget (b) personnel (b) court technology; (d) facilities and (e) the Community Justice Services Department (CJS).

### SUPERVISION EXERCISED

Provides overall supervision and management of nonjudicial staff assigned to court and community justice services work units through the organization's supervisory chain.

### BEHAVIORAL STANDARDS

As an exempt employee of the City of Spokane, the Court Administrator is subject to the City's Code of Ethics set forth in Chapter 1.04A of the Spokane Municipal Code. As such, "it is the policy of the City of Spokane to uphold, promote, and demand the highest standards of ethics from all of its employees who shall maintain the utmost standards of responsibility, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as a public servant including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

*The following Responsibilities and Requirements are functions the individual who holds or desires the position must be able to perform unaided or with the assistance of a reasonable accommodation.*

### KEY RESPONSIBILITIES

- Provides executive level oversight and supervision of all Court and Community Justice Services programs, functions, and initiatives.
- Acts the Court's primary liaison for day-to-day business affairs, with City Administration, City Council, City department heads, labor bargaining units, regional courts, and various Spokane County and other regional agencies.
- Work collaboratively with multiple City and County departments and partners to develop strategic work plans, policies, and procedures.
- Collaborates with governmental, judicial, and private agencies to coordinate services and assist in the resolution of problems, questions, or requests related to services provided.



## Court Administrator

- Oversees the forecasting, preparation, presentation, and administration the Court & CJS: (a) budgets; (b) grant funding and related programs; (c) approvals of expenditures; and (d) CJS funding and serves primary court liaison with City Finance/Budget/Accounting.
- Evaluates fiscal and programmatic performance outcomes, ensuring accurate and timely reporting and data driven decision making.
- Coordinates, evaluates, and monitors assigned performance-based contracts and ensures compliance.
- Plans, organizes, directs, manages, coordinates, and evaluates programs for the Court in accordance with established laws, regulations, and policies.
- Researches and analyzes critical issues identified and recommend programmatic, policy, procedural, or legislative changes to criminal justice practices and procedures in the City, incorporating concepts of evidenced-based practices and continuous improvement.
- Oversees the Court's and CJS technology programs, including the eSuite integrated case management system, electronic parking and photo enforcement case management systems, state criminal justice database, court recording, and videoconferencing systems.
- Coordinates court records unit.
- Coordinates the development and administration of personnel policies and procedures, internal hiring, onboarding and training of personnel in cooperation with collective bargaining representatives and the City Human Resources Department.
- Conducts and approves performance evaluations for various levels of employees, as well as managing grievance and progressive discipline procedures, up to and including termination of employment.
- Participates on behalf of the Court in collective bargaining/labor management relations.
- Interface with print and digital media representatives.
- Perform other related duties as assigned.

## **REQUIREMENTS**

### **Knowledge of:**

- Knowledge of the legal system, its processes and procedures, court structures and organizations, the purpose and function of the courts and their relationship to other governmental units and society.
- Knowledge of modern principles, practices, and technology of court management.
- Knowledge of General Rule 29 and the Code of Judicial Conduct.
- Knowledge of court records requirements under General Rule 31 and 31.1.
- Washington State Court rules for courts of limited jurisdiction.
- Knowledge of case assignment systems, elements of effective case flow management and techniques of case progress control, including NCSC court performance standards.
- Knowledge of the principles and practices of personnel management.
- Knowledge of the principles and practices of governmental fiscal management.
- Knowledge of the principles of collective bargaining.

### **Ability to:**

- Work effectively and collaboratively, as either a team member or lead, in diverse groups with competing interests to reach collaborative and innovative solutions.
- Communicate effectively both orally and in writing to a wide audience with significant variations in education, culture, and lived experience, including pro se litigants.
- Plan, prioritize, and organize work effectively to produce a quality product with measurable results within identified deadlines.
- Effectively collect and analyze complex data, with the ability to develop and compellingly present information clearly and in a compelling manner; to include the preparation, presentation, and administration of budgets.



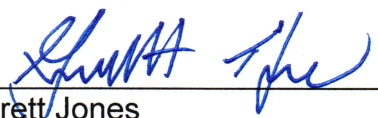
- Develop, recommend, and implement effective plans and programs, as well as objectively evaluate progress toward goals and timetables.
- Analyze administrative and programmatic problems/issues, then develop and implement appropriate strategies to address the issues presented.
- Effectively plan, organize, execute, and manage a series of complex, cooperative, and coordinated hardware and software technology initiatives.
- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines, and directions, along with the ability to maintain calm demeanor while dealing with stressful situations and customers.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Safely and successfully perform the essential job functions consistent with ADAAA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADAAA, FMLA and other federal state and local standards.
- Successfully pass a drug screen and criminal background check.

## **MINIMUM QUALIFICATIONS**

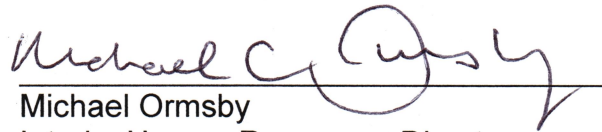
- Core Minimum Qualifications
  - Six (6) years of progressively responsible court management experience, OR
  - Ten (10) years progressively responsible management experience within the justice system, AND
  - Management experience must include direct experience in administration, operations, and personnel supervision, including at least four (4) years of direct supervisory experience managing five (5) or more subordinates.
- Equivalents
  - Bachelor's Degree from an accredited college or university in judicial, public, or business administration or closely related field may substitute for up to three (3) years of the non-supervisory management experience.
  - An MBA, MPA, LLB, or JD may substitute for up to six (6) years of the non-supervisory management experience.
  - A JD in combination with a current license to practice law in the State of Washington is a preferred combination of credentials and may substitute for up to ten (10) years of the non-supervisory management experience.
  - A Certified Court Manager (CCM) Certification will be considered the equivalent of two (2) years of experience in court or justice system management.
  - A combination of a Certified Court Executive (CCE) Certification and CCM will be equivalent of four (4) years of experience in management in the justice system.
- Must have or obtain a National Center for State Courts (NCSC) Certified Court Manager certification within seven (7) years of hire.
- Must complete the Washington Court Administrator Academy within 12 months of initial appointment to the position and complete approved continuing education as required by ARLJ 14.

## **WORKING CONDITIONS**

Work is conducted primarily in an office setting. It also involves frequent attendance at meetings, to include some irregular hours. This position frequently requires work in excess of forty hours per week. Incumbents in this classification are expected to communicate verbally, in person, in writing, and by telephone. A computer terminal is used and this requires the use of repetitive arm-hand movements.

  
\_\_\_\_\_  
Garrett Jones  
Interim City Administrator

10/3/24  
Date

  
\_\_\_\_\_  
Michael Ormsby  
Interim Human Resources Director

October 2, 2024  
Date