



## DISTRICT COURT ADMINISTRATOR JOB DESCRIPTION

Job Title: District Court Administrator

Job Code: DC100

Pay Grade: 127

Effective Date: October 2007

FLSA: Exempt

Revision Date: June 2023

### NATURE OF WORK

Under general direction, plans, coordinates, and manages the administrative operations of the Lewis County District Court; develops and administers departmental policies and procedures; directs the Court's case flow and records management functions; oversees the Court's financial activities; and supervises assigned personnel.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and directs the District Court's day-to-day administrative operations including case flow management, records management, contract administration, accounting, and purchasing.
- Develops, implements, administers, and reviews the Court's administrative policies and procedures; implements changes necessary to maintain regulatory compliance.
- Prepares and administers the Court's annual budget; monitors and authorizes expenditures.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedures.
- Plans, assigns, and reviews the quality of work performed by administrative staff.
- Directs and coordinates the Court's case flow and records management functions.
- Manages the Court's accounting and financial activities; oversees the collection of Court fines, fees, and bail payments; reviews audit reports; reconciles bank statements; administers contracts.
- Prepares the Court's payroll; tracks staff sick leave and vacation accruals.
- Purchases Court equipment and supplies; monitors and maintains supply inventories.
- Coordinates the development, implementation, and maintenance of the Court's internal information technology systems.
- Oversees and coordinates external communications by the Court including interaction with the media.
- Prepares and maintains a variety of departmental records, reports, and documentation.

### WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in a related field of study; OR five (5) years' progressively responsible management experience including experience in administration, operations and personnel supervision, preferably in a court or legal environment.

A valid Driver's License is required.

Must be bondable.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- District Court operations, policies, and procedures.
- Judicial processes and procedures.
- The District and Municipal Court Information System (JIS).
- State of Washington laws and court rules that govern policies and procedures in district courts.
- Regulations and standards governing court administrative operations.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

**Skills in:**

- Managing and coordinating the District Court's administrative operations.
- Developing, implementing, administering, and reviewing departmental policies and procedures.
- Overseeing the Court's financial activities and case flow and records management functions.
- Establishing and maintaining effective working relationships with staff, court personnel, litigants, outside agencies, community groups, and the general public.
- Communicating effectively verbally and in writing.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.