



City of Des Moines, Washington JOB DESCRIPTION



DIRECTOR OF COURT ADMINISTRATION

Regular, Full-time

Salary Grade: D34
FLSA Status: Exempt

Bargaining Unit: Non-represented
EEO Category: Officials and Administrator

Nature of Work

The Director of Court Administration (DCA) works under the direction and supervision of the Presiding Judge in accordance with General Rule 29 and all applicable state laws. The DCA is responsible for the planning, directing, implementation, and management of all the non-judicial, day-to-day operations of the court, including court services for contracting cities. The DCA develops and implements policies and procedures, in close coordination with the Presiding Judge. The DCA also works with the Presiding Judge on the yearly court budget.

The DCA oversees personnel management and development, accounting, case-flow management, oversight of projects, contracts, establishes and maintains the court's continuity of operations plan, and performs other responsibilities as directed by the Presiding Judge. In addition, the DCA manages all grants awarded to the Court and is responsible for ensuring that all accounting and reporting requirements are completed in a timely manner. The DCA works closely with the Presiding Judge on strategic planning and the development of court programs. This position requires exceptional leadership skills, significant knowledge and experience working in a court environment, and the ability to successfully engage stakeholders.

Essential Functions

- Assumes responsibility for Municipal Court operations and Court staff: manages all non-judicial functions for the daily operation of the Court to include oversight of business functions such as payroll, accounts payable and accounts receivable; provides operational support to the Presiding Judge.
- Direct supervision of the Judicial Operations Supervisor and Support Services Administrator (Manager) and including but not limited to: interviewing, hiring, and training; planning, assigning, and directing work; addressing complaints and disputes; resolving problems; maintaining personnel files as needed; appraising performance; recommending promotions and disciplinary actions; implementing organizational changes; approving and scheduling leave time; and recommending terminations as appropriate.
- Plans, directs and coordinates the work plan for the Court, the Judicial Services Division, Support Services Division and the DUI Court programs to ensure compliance with federal, state, or local regulations, in coordination with the Judicial Operations Supervisor and Support Services Administrator (Manager.)
- Consults with and advises the Presiding Judge regarding administrative, operational and legal issues and problems affecting the Municipal Court.
- Determines, with the Presiding Judge, departmental budget and staffing priorities for the operating divisions.

- Informs, updates, and advises the Presiding Judge of financial conditions, identifies opportunities for improvement and implements as appropriate.
- Collaborates with the Presiding Judge to develop strategic plans and projects their implementation to ensure adherence to Washington State's judicial standards, regulations, and statutes.
- Consults with the Presiding Judge on short and long-range planning and staff projections to update, maintain, and implement court policies, procedures, and rules appropriately.
- Anticipates the Municipal Court's arising needs based on changing legal, demographic or technological trends.
- Directs the development and installation of procedural, technical, and operational improvements.
- Monitors revenues for timeliness and accuracy; forecasts revenue projections, expenditure data, and other information; provides information requested by the Finance and Administration Department and State Auditor's office.
- Oversees security measures and issues affecting court operations.
- Coordinates judicial schedules including pro tem Judges and court calendars.
- Oversees the jury management program by generating, processing, analyzing jury data reports, including juror summons, and qualification forms.
- Manages the Court case flow, records, and juror utilization, including the preparation of required reports.
- Administers interlocal agreements to provide court services with contracting jurisdictions; coordinates with the contracting City Manager, Police Department, and Finance Department; prepares justification for interlocal agreement changes or amendments.
- Oversees grant management activities in coordination with the Support Services Administrator (Manager).
- Coordinates the Court's disaster cost recovery efforts during proclaimed emergencies; drafts and negotiates contracts to provide needed services to support the Court's emergency management program; assures conformity of Court emergency management response with federal and state requirements.
- Represents Des Moines Municipal Court as an independent branch of government with local and state legislative and executive branches. This includes representing the Des Moines Municipal Court on local, state, and federal intergovernmental work-groups, committees, and task forces; attends and participates at City Council and other board or committee meetings as directed.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, Judges, attorneys, elected appointed officials, law enforcement, probation agencies, correctional institutes, various governmental agencies and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Working knowledge of General Rule 29 (GR29).
- Knowledge of nationally developed trial court performance standards.
- Knowledge of Washington State and local criminal codes.
- Knowledge of legal procedure in courts of limited jurisdiction.
- Thorough knowledge of criminal, traffic, and infraction procedures with the JIS system.
- Thorough knowledge of principles of administration, planning, supervision and organization, and effective supervisory and office management techniques.
- Ability to set office and clerical priorities, prioritizing work projects.
- Ability to guide, direct, schedule, and motivate subordinate employees.
- Ability to identify needs, develop long-range plans and evaluate outcomes.

- Accurately and efficiently, conduct and direct numerous bookkeeping, record keeping, and scheduling procedures simultaneously.
- Strong inter-personal skills required including ability to deal with the public with poise and tact in stressful situations.
- Ability to develop and implement new and improved methods.
- Ability to establish and maintain effective working relations with employees and members of the public.
- Strong skills in organization, time management and team building.
- Ability to work independently under pressure, being flexible, enthusiastic, and self-starting in work assigned.
- Ability to read, interpret and follow rules, regulations, policies, and procedures.
- Ability to communicate effectively both orally and in writing using high-level grammar, spelling, and composition.
- Ability to recognize and correct safety and health hazards.
- Ability to operate various office equipment, including telephone, computer, calculator, postage meter, facsimile, and copy machine.
- Ability to perform the full range of court clerk duties.

Education and Experience Requirements

- Bachelor's degree or Associates with a minimum of six years' management experience in a judicial branch environment, including experience: in budget administration, supervisory responsibilities, and experience working with elected officials and department directors.
- Judicial management experience may substitute year for year for education requirement.
- NCSC Certified Court Manager (CCM) Certification will be considered the equivalent of two years' experience in management in the judicial system.
- NCSC Certified Court Executive (CCE) Certification will be equivalent of four years' experience in management in the judicial system.

Special Requirements

- Valid Washington State Driver's License.
- Successful completion of a pre-employment background and criminal history check.
- Must complete FEMA (NIMS) courses as Emergency Management requirement within one year.
- Must have or obtain a National Center for State Courts (NCSC) Certified Court Manager certification within five years of hire.
- Must join the District and Municipal Court Management Association within forty-five days of hire.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Municipal Court Organizational Structure

- The Municipal Court is an independent branch of government and personnel employed under the judicial branch of government are bound to act in accordance with [GR 29](#). Under [GR 29](#), the Presiding Judge is responsible for the daily operations of the Court, which includes working conditions, hiring, discipline, and termination decisions.
- Court Personnel are also subject to the rules contained within the City of Des Moines Personnel Manual, City Ordinances, state and/or federal laws. The provisions of the City of Des Moines Personnel Manual, including wage and benefits, apply to all Court Employees and controls, unless otherwise ordered by the Presiding Judge.

Working Conditions and Physical Abilities

Work is performed primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent, or abusive. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2024.

