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NAPAVINE MUNICIPAL COURT
Allen C. Unzelman, Judge
Katie Geihl, Court Administrator

JOB TITLE: COURT ADMINISTRATOR
DEPARTMENT: MUNICIPAL COURT
SUPERVISOR: MUNICIPAL COURT JUDGE(S)
FLSA STATUS: UNION/JUST CAUSE

GENERAL STATEMENT

The court administrator is appointed by the judge(s) of the court and serves at the will of the judge(s). The administrator is responsible for all court functions, including any other judicial personnel. The duties include the oversight of daily court operations, development and implementation of policy and procedures, budget development, case-flow management, oversight of projects, grants, contracts, and other responsibilities as required.

ESSENTIAL FUNCTIONS –Essential duties and responsibilities **may** include, but are not limited to, the following:

Performs a wide variety of accounting and bookkeeping functions including accounts receivable and payable; reconciles accounts daily and monthly; prepares bank deposits; tracks accounts for collection processing.

Is responsible for receipting, balancing, and securing in the safe all monies daily. This includes the change fund, the petty cash fund and all fines/fees collected.

Types and proofreads a wide variety of reports, letters, and memoranda for public and departmental information; composes correspondence.

Provides support for judicial proceedings conducted by the Municipal Court Judge, including providing case information during proceedings, case scheduling, recording of decisions or proceedings, implementations of judicial orders, and monitoring cases for compliance.

Responds to counter, telephone, and written inquiries.

Utilizes problem resolution skills in a highly visible environment including management of case flow, juror selection, court records, and equipment as well as establishing and maintaining effective working relationships with attorneys, elected and appointed officials, and external court customers.

Participates in the preparation and administration of the budget, monitors and controls expenditures. Supervises any clerical and technical staff, including developing performance standards and conducting performance evaluations; may make disciplinary recommendations to the Municipal Court Judge; participates in selection processes and makes recommendations on hiring decisions; assesses staff development needs and provides or makes recommendations for staff training.

Participates in appropriate professional organizations, workshops, and educational opportunities to keep current with the latest developments and to meet the technical performance standards developed for this position.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of court functions.

Knowledge of local, state, and federal laws as they apply to the court.

Working knowledge of legal language and procedures.

Ability to effectively, efficiently, and consistently perform the responsibilities of the position.

Ability to maintain the confidentiality of sensitive and/or confidential information as well as maintaining the security of an automated information system and assure compliance with state-mandates for system operation.

Ability to effectively communicate on a one-to-one basis with the public in a tactful and courteous manner.

Ability to plan, organize, and supervise staff in work requiring accuracy and attention to detail.

Ability to perform clerical duties and operate standard office equipment.

QUALIFICATIONS NEEDED

Two years of progressively responsible administrative support, advanced secretarial or lead work experience required, including at least one year of office management experience.

College level course work in general office management or legal practices and procedures is preferred.

Any combination of related college work and experience in a related administrative field may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS

JIS/JABS experience preferred.

Ability to successfully satisfy background investigation.

Ability to speak a second language desirable.

Possession of a valid Washington State driver's license or ability to obtain one by start of employment with a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls,

or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in an office setting with a quiet noise level. A physical hazard may occur from agitated defendants awaiting trial, or during trials or hearing, as well as from the public.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

09/2012