CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Court Director

E-PLAN
SG:E-A-1
DEPARTMENT: Municipal Court **CS:N**
FLSA:N
EEO4/SOC CODE:OA/11-9199

JOB SUMMARY:

The Court Director serves as the Court Executive Officer (CEO) for the Court. This position assumes full responsibility for the management and development of personnel performing judicial personnel court functions. The Court Director plans, directs, implements and manages all the non-judicial, day-to-day operations of the court.

The Court Director develops and implements policies and procedures, the court budget and oversees personnel management and development, accounting, case-flow management, projects, grants and contracts. The position establishes and maintains the court's continuity of operations plan and performs other responsibilities as required. The Court Director provides leadership and strategic vision, including but not limited to developing short and long-term goals for effective court services.

The work involves significant community engagement and public involvement with elected officials, other policy makers and citizens.

SUPERVISORY RELATIONSHIPS:

The Court Director works under the direction and supervision of the Presiding Judge (Trial Courts: General Rule 29) and all applicable state laws.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Responsible for planning, directing, implementing and managing daily judicial personnel court functions.
2. Responsible for the management and coordination of external communications for the court including television news and print media.
3. Oversees and coordinates the internal court information technology requirements.
4. Handles and oversees sensitive, complex, or critical issues.
5. Responsible for the hiring, training, supervising and corrective action of judicial personnel employees.
6. Plans, assigns and reviews the work of staff, and conducts employee performance evaluations.
7. Manages case flow, jury management, court records and physical plant and equipment needs of the court. Plans and implements procedural and administrative functions for the court.
8. Manages grants, contracts, divisions and the accounting for collection of fines, fees and bail postings.
9. Responsible for keeping informed of and managing changes due to updates in legislation

or court rules that directing affect the court.

10. Manages fiscal policies and procedures including the preparation, presentation and monitoring of annual budget, payroll, purchasing and accounts payable.
11. Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers and court staff.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of**:**

- Court Operation: Knowledge of policies, procedures and laws pertaining to the operation of courts. Thorough knowledge of principles of administration, planning, supervision and organization. Knowledge of trends in court management, state, federal and local laws, office software tools and general budget and accounting concepts. Knowledge of strategic planning for court operations.

  The National Association for Court Management (NACM) core competencies: purposes and responsibilities of courts; case flow management; leadership; visioning and strategic planning, essential components; court community communication; resources, budget and finance; human resources management; education, training and development; and information technology management. Expected to participate in continuing education and development in these court business areas.

- Consulting: Makes decisions and develops options to issues having broad impact; facilitates organizational response to an issue; demonstrates understanding from a 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; designs, implements and modifies human resource database systems.

- Communication and Interpersonal Interaction: Independently and collectively counsels judges and staff on significant challenges, fosters development of interpersonal skills in others; negotiates resolutions to conflicts; provides top-level communication in areas of expertise.

- Customer Focus and Business Orientation: Identifies and advocates for changes necessary to better meet customer needs; provides guidance to court in areas of expertise.

Skill in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team building and leadership skills including consensus building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Strong business and fiscal management skills
- Problem analysis and decision making, adaptability/flexibility, and stress tolerance in a highly visible public environment.

- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with a minimum of three years of experience in a professional management position within the justice system.
- Relevant professional court management experience may substitute on a year for year basis for the education requirement.
- A master's degree in related field, Institute for Court Management Fellowship, or other relevant court management education may be substituted for one year of court management experience.
- In place of the above requirements, a combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal conviction, local background check and fingerprinting.
- Must have and obtain a National Center for State Courts (NCSC) Certified Court Manager certification within six years of hire.

PREPARED BY:_____ **REVIEWED BY:**_____

D. Lev
11/23

Debra A. Lev
Municipal Court Judge