



ASSISTANT TO THE DISTRICT COURT ADMINISTRATOR

Department: District Court
Job Class #: 048900
Pay Range: Professional 05

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is highly responsible, varied administrative work providing direct support to the District Court Administrator. This classification performs a broad range of office administrative functions that require considerable knowledge of the policies, procedures and administrative guidelines of the Pierce County District Court. This position is distinguished from other classifications by the complex nature of the integrated functions, the confidentiality requirements of the position, and the contact with high-level government officials, elected and appointed, members of the public and staff. Work in this position involves considerable discretion and independent initiative and judgement in analyzing programs, business practices and managing various administrative projects making recommendations and reporting to the District Court Administrator.

ESSENTIAL FUNCTIONS

Assists Court Administrator in prioritizing use of time. Schedules appointments and meetings for the Administrator, including judicial and management meetings and meetings with elected officials and other high level directors. Coordinates attendance of the Court Administrator, Judges and Management Team for conferences. Registers court staff for conferences and/or classes. Prepares judicial and management team meeting agendas, secure meeting facilities.

Reads, analyzes and distributes correspondence addressed to the Court Administrator. Reads and analyzes for ex parte contact all correspondence addressed to Judges of the Court for appropriate distribution. Reads and analyzes emails received through the court's email box and distributes to the appropriate court unit for response.

Receives and responds to complaints or comments from the public. Requires occasional interaction with the public to resolve complaints or concerns.

Develops and maintains effective working relationships with county departments, governmental agencies, other courts and outside agencies. Notifies media regarding any press releases such as court closure.

Notifies court staff, Prosecutor's Office and Department of Assigned Counsel of any court calendar changes. Notifies court staff of upcoming court events and updates on personnel. Provide the Tacoma-Pierce County Bar with the court calendar for publication.

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Responsible for compliance with General Rule 31 and General Rule 31.1 as the designated Court Public Records Officer. Ensures adherence to the general rule requirements, provides timely response to public requests, and protects exempted information prior to release of public records.

Performs the functions of the ADA Coordinator under GR 33, which consists of providing appropriate forms to individuals requesting accommodation under GR 33, meeting with Judge for court decision on accommodation request, providing decision to individual requesting accommodation. When necessary, assist court customers with completing documents, attending court proceedings, if needed, as an accommodation for illiteracy and vulnerable adult.

Coordinator for facility needs and maintenance requests. Monitors access to court secured offices and buildings. Coordinator for telecommunication equipment. Maintains in-house phone list.

Coordinates badging and orientation for new employees. Meets with new employees and provides appropriate guidelines and office policies. Coordinates telephone and voicemail needs for new employees.

Oversees computer needs for Administration. Serves a backup to technology coordinator. Attends computer training to maintain and build skills. Attends court related training to maintain skills in court management.

Assist management team in developing and implementing administration policies consistent with regulations controlling court activities; develop and prepare training manuals and facilitate training to ensure consistent and proper procedures are followed. Maintains office personnel manual and policies and procedures manual and responds to staff inquiries regarding these documents and the administrative Guidelines.

Serve as point of contact for information regarding administrative and HR functions and processes; and facilitate guidance of court staff with necessary processes. Explain or interpret complex rules, policies, and operating procedures and may make decisions within established rules and policies. Point of contact for court personnel in absence of management.

Attends grievance hearings with the court administrator and managers. Works closely with court managers on the drafting of employee disciplinary action letters.

Works closely with County Human Resources for job recruitment notices for approval by hiring manager. Creates job requisitions in Workday for hiring process. Completes processes in NeoGov for migration into Workday. Obtains background history check on new employees and/or volunteers. Prepares offers of employment letters and obtains the necessary paperwork from the new employee and oversees the onboarding in Workday.

Performs the Workday HR Partner tasks processing all Workday actions for new hires, step increases, promotions and terminations.

Maintains the Court employees' personnel and medical files.

Maintains database for performance evaluations. Sends evaluation forms electronically to employee and monitors progress through signature process, meeting with managers as needed to ensure evaluations are completely timely.

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Provides yearly statistical information to Administrative Office of the Courts regarding staffing. Completes necessary form for Public Disclosure Commission for elected officials. Provide Judges and Court Administrator with information regarding yearly filing of F-1 form.

Maintains and orders supplies for administration, provides back-up on travel coordination for staff.

Volunteer Coordinator: Recruits, obtains background check and badging, provides training and schedules volunteers for the County-City Building Information Desk.

Works closely with and makes recommendations to the Judges of the Court on the court's yearly calendar. Maintains the court calendar and calendar load reports, updating the calendar as needed and updating the calendar load reports daily. Disseminates calendar changes to court staff, prosecutor's office and department of assigned counsel.

Coordinate judicial rotation (every 6 months) which requires making calendar changes so the affected courtrooms do not have court hearings and scheduling of work crew. Directs the work crew to ensure that all items for the moving judge and judicial assistant are moved to the proper courtroom. Completes and coordinates work orders as needed for new chambers and courtrooms, move signs indicating new judicial assignments, update in-house phone list with new judicial assignments.

Pro Tem Training – Work closely with the Judges on the agenda and training binder materials. Assemble the training binders. Prepare notice of training and is point of contact for registrations. Provide documentation to the Washington State Bar Association for CLE approval.

Point of contact for attorneys who want to pro tem for the court. Maintain pro tem files, obtains all paperwork necessary from new pro tems and prepares all Workday processes for their hiring.

Provides back-up assistance to the Judges for the scheduling of pro tems for coverage.

Coordinates the scheduling of conflict court cases through disposition.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office management, principles, practices and techniques. Knowledge of court based DISCIS program and docketing.

Considerable knowledge of policies and procedures of the court and Pierce County including the basic functions and organization of Pierce County government.

Considerable knowledge of court system and the criminal justice system.

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Knowledge of computer systems, including case management systems used by courts. Knowledge of computer applications, especially word processing and spreadsheet applications.

Basic knowledge of personnel and payroll policies and procedures.

Ability to establish and maintain effective working relationships with co-workers, the general public, private and public officials, and other persons of high rank.

Ability to understand and execute complex oral and written instructions, to anticipate departmental requirements, and to apply extensive or obscure guidelines to a wide variety of work situations.

Ability to exercise effective judgment in evaluating situations and making decisions quickly.

Ability to communicate effectively, both orally and in writing.

Ability to handle stressful situations and work under pressure.

Ability to maintain confidentiality of sensitive matters.

Ability to physically perform the essential job functions.

Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Four years of progressively responsible experience as a legal assistant, legal secretary or related legal staff support function, including one or more years in a supervisory/lead position. Training by an accredited vocational school, college or university in the field of legal support work is preferred. Certification by the National Center for State Courts, Institute for Court Management, as a Certified Court Manager preferred. Other education or experience, which clearly indicates the ability to perform the essential functions of the position, may substitute for the recruiting requirements.