

SNOHOMISH COUNTY JOB DESCRIPTION

ASSISTANT ADMINISTRATOR – JUVENILE COURT OPERATIONS

Spec. 5014

BASIC FUNCTION

To plan, organize, coordinate, and provide administrative direction and coordination of all operations and programs within Juvenile Court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represents the Juvenile Court in the daily operation, business, and legislative interests for the court related to juvenile court services.
2. Assists in aligning objectives, goals, priorities, and deadlines for department management and review processes consistent with planning, budget and reporting processes; assists the Administrator by answering questions and making decisions regarding juvenile court services.
3. Selects, hires and disciplines subordinate employees as needed; assigns, reviews and evaluates the work of management and subordinate staff; advises, assists, trains, and develops subordinate staff; administers personnel rules and union contracts within the juvenile court; represents juvenile court department in union negotiations and interface; assists with negotiations and administers contracts relating to juvenile court functions and operations.
4. Has full management oversight for the Juvenile Court Operations, including development to ensure provision of services and compliance with contracted programmatic obligations, applicable court rules, federal, state and county laws, regulations, and guidelines, including juvenile detention, probation intake, probation supervision, probation records and support, community services (VGAL), and other program areas.
5. Under the direction of the Administrator, assists in the preparation of the annual court budget in accord with the Superior Court Judges; prioritize and collaborates with department management staff, public sector organizations and agencies providing support services to the Juvenile Court. Monitors Juvenile Court Operations expenditures, and makes recommendations to the Court Administrator.
6. Provides consultation and assistance in resolving the most complex or unusual situations, ensures compliance with relevant policies and procedures; maintains monitoring controls for all program and operational areas of the division.
7. Ensures the development and maintenance of systems, procedures, tracking mechanisms, reporting, and controls in program areas to ensure proper documentation of service delivery efforts, implementation of policy to improve operational efficiency, accuracy of records, and compliance with budgetary requirements.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Maintains liaison and cooperative working relationships with other functional units of Superior Court, the County, and related governmental organizations.
9. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other departments, outside agencies, citizen groups and the general public.
10. Develops and oversees the implementation of the Juvenile Court business plans, and departmental work programs designed to translate broad policy strategies into specific objectives and action plans; assists the Administrator in developing and conveying organizations vision and mission in alignment with the Superior Court's priorities. Develops and implements monitoring approaches to determine achievements, successes, and redirection.
11. Assumes duties of the Administrator in their absence.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a college or university with major course work in corrections, social work, psychology, sociology, or a closely related human service field; AND, five (5) years increasingly responsible related work experience, of which years (3) years must have been in a management capacity. Post graduate education in management or supervision is preferred but not required. A Master's degree in one of the above disciplines may be substituted for two (2) years of the required work experience. Must pass job-related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and operations of the Juvenile Justice System
- principles of management and supervision
- laws and procedures of the Juvenile Court
- principles of public and court administration, management practices and principles

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KNOWLEDGE AND ABILITIES (Continued)

- Washington Court Rules and federal, state, and local laws, rules and regulations
- current literature, trends and developments relative to delivery of services in the juvenile justice system
- professional management techniques
- theory and practice of successful behavior management programs for detained youth
- judicial and legal mandates related to treatment services within the juvenile justice system
- labor law and its application
- personnel, budgeting, and technology practices necessary to a juvenile detention operation

Ability to:

- plan, implement and evaluate policies and procedures to enhance the efficiency and responsibilities of the Juvenile Court
- plan, organize and evaluate the work of subordinate personnel
- communicate effectively, both orally and in writing with a wide variety of individuals including Judges, other departments, governmental agencies, public and private groups, and the general public
- make or accept proposals, make decisions, and to follow through to implementation
- verify statistical reports and analyses prepared by others
- work with individuals of differing ethnic backgrounds and social-economic levels
- facilitate problem solving and conflict resolution among groups with differing interests
- provide leadership to individuals and groups of individuals

SUPERVISION

Work is performed under general direction of the Court Administrator for Superior and Juvenile Court. Work is assigned in terms of broad policy statements, and general goals and objectives. Methodologies and techniques are left to the discretion of the incumbent. The position is a senior member of the Superior Court management team.

WORKING CONDITIONS

Work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: March 1996 as Detention Manager - Juvenile

Revised and Re-titled: April 2002 as Assistant Administrator for Juvenile Detention, April

2004 Revised: April 2006, May 2017

EEO Category: 1 - Officials and Administrators

Pay Grade: 112 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous