

SNOHOMISH COUNTY JOB DESCRIPTION

DISTRICT COURT JUDICIAL/FINANCE ANALYST

Spec No. 2371

BASIC FUNCTION

To provide financial research and analysis services to District Court. Develops and manages the annual budget and to manage department's local area network and data processing systems, and provide fiscal and operational information to division managers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in the preparation and management of departmental budget; analyzes financial management issues, programs and policies; recommends strategies to support departmental goal of operating in the most cost-effective and efficient manner.
2. Provides advice and assistance to division managers regarding fiscal and operational issues and related problems and procedures.
3. Provides back up of all accounts payable, accounts receivable, payroll and all fiscal operations of District Court.
4. Determines the fiscal impact of all contracts, leases and budget modifications; makes recommendations as needed.
5. Develops methods for data collection and statistical analysis for the department; analyzes data and writes and presents special reports; completes cost benefit analyses, forecast models and special projects as needed.
6. Revises, edit and/or assists in developing policy and procedural needs of the court. Facilitates and summarizes management policy discussions, researches current practices, County codes, state laws, court rules and policies securing approval for implementation as necessary.
7. Point person for all state audits; prepares and organizes departmental accounting reports as requested by the state auditor.
8. Administers departmental local area network (LAN) systems; assist Department of Information Services in the planning and installation of the LAN; maintains user accounts and security; develops and monitors departmental network standards and protocols; troubleshoots network and personal computer problems; determines needs and coordinates the acquisition and installation of new hardware and software; determines and coordinates data processing training requirements.
9. Administers all departmental software applications; develops personal computer spreadsheet and database applications for use by department staff.
10. Advises and assists with the design and development of computer system business applications.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Act
s as a fiscal and computer systems liaison to other departments including Finance, Executive, Council and Department of Information Services, and to outside agencies such as Administrator for the Courts.
12. Att
ends meetings and conferences as the District Court representative related to budget and finance and the Network Administrators Group as required.

STATEMENT OF OTHER JOB DUTIES

13. Pe
rforms other related duties as assigned by Director and/or Assistant Director of District Court.

MINIMUM QUALIFICATIONS

A bachelor's degree in public administration, accounting or criminal justice; AND, three (3) years related experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- practices, methods and procedures of business or public budgeting, fiscal management, and administration;
- revenue, expenditure and cash forecasting methods and models;
- organization theories and practices;
- research methods and techniques;
- program budgeting and financial management concepts and principles;
- accounting principles and practices;
- computer programs and technology.

Ability to:

- maintain all ethical and professional standards of the Office and County;
- observe strict confidentiality regarding all information obtained in course of employment;
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness;
- work independently with a minimum of supervision;
- plan and manage complex projects;
- plan and organize work, meet deadlines and manage several projects simultaneously;
- evaluate and interpret complex financial data;
- exercise initiative and judgment and make decisions within the scope of assigned authority;

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- organize facts and present finding, conclusions and recommendations in a clear, concise and logical manner;

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- assess the relative advantages and disadvantages of alternative courses of action;
- prepare clear and concise written reports;
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- establish and maintain effective work relationships with elected officials, department heads, Executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public.

SUPERVISION

This position reports to the District Court Director of Court Administration and responds to direction from the District Court Budget Committee. The work is performed with a high degree of independence and is reviewed through meetings, periodic status reports, periodic written evaluations, and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The employee may be required to work evenings, weekends and holidays as necessary.

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

[EEO policy and ADA notice](#)

Class Established: January 2015
EEO Category: 2 - Professionals
Pay Grade: 238 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous