

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 54 - 2024

A resolution separating the Juvenile Services Director/Superior Court Administrator position into two separate positions

WHEREAS, resolution 46-2013 combined the job duties of the of Juvenile Department Administrator with that of the Superior Court Administrator into one position; and

WHEREAS, the current Juvenile Services Director/Superior Court Administrator has submitted his resignation; and

WHEREAS, with the pending resignation the Superior Court Judges desire to reorganize their department and have the current position revert back to two separate positions.

NOW, THEREFORE, BE IT RESOLVED as follows:

Effective May 1, 2024, that the Juvenile Services Director and the Superior Court Administrator be separated into two positions. The attached job descriptions (attachment A & B) will be the adopted job descriptions for the separate positions.

Effective May 1, 2024, the following position changes and salary rates are approved and authorized:

| Current Title | New Grade | Annual Salary | Fund |
|------------------------------|-----------|---------------|------|
| Juvenile Services Director | Contract | \$102,000.00 | 014 |
| Superior Court Administrator | Contract | \$ 80,640.00 | 020 |

BE IT FURTHER RESOLVED as of the resignation date of the current Juvenile Department Administrator/Superior Court Administrator that Resolution 46-2013 be rescinded and that position JUV014DJS-001 be defunded.

DATED at Okanogan, Washington this 8th day of April, 2024.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

ABSENT

Jon Neal, Chairman




Andy Hoyer, Member



Chris Branch, Member

ATTEST:



Laleña Johns, Clerk of the Board

Okanogon County Juvenile and Family Court Services Department:
Director Job Description

POSITION SUMMARY

The Director plans, organizes, directs and controls all operations and personnel of the Okanogon County Juvenile and Family Court Services Department & Correctional Facility to assure the safety, security, and well-being of juveniles in custody and under court supervision. Manages and directs the juvenile detention, dependency, treatment, and probation divisions, overseeing all operations of the department which include intake, court services, supervision, adjudication and child welfare activities. Assures the effective and efficient utilization of departmental personnel, funds, materials, facilities and time. Accomplishes short-term and long-range planning; implements and maintains sound organizational practices, controls costs, and otherwise directs all departmental operations to assure delivery of optimum service to Okanogon County.

POSITION RESPONSIBILITIES

Operations Management:

- Directs all administrative and technical activities of the Juvenile and Family Services Department including operations, security, housing and care of inmates, inmate booking, transportation, feeding, education, visitation, probation and conditional release, court services and treatment programs.
- Maintains overall correctional supervision of inmate booking, housing, care, control, discipline and release functions.
- Establishes operation procedures and policies for the department; administers those rules and those of the State/County; identifies areas of improvement and takes appropriate action.
- Reviews reports and activities of subordinate personnel for adequacy of methods and adherence to laws and department regulations.
- Attends department staff meetings and coordinates activities of the Juvenile and Family Services Department with other departments in the County.
- Works under the direction and supervision of the Superior Court Judges.
- Maintains overall supervision of personnel training, treatment services delivery and records keeping functions.
- Assures preparation of required daily, monthly and annual reports to the courts and other agencies.

Public Relations:

- Maintains positive working relationships, in a manner consistent with sound public relations techniques, with appropriate state agencies, law enforcement, County officials, judges, attorneys, schools, and local/regional social service agencies.
- Serves as a representative of the County to various committees and organizations relating to improvements in the profession, exchanges of information, public relations and public support, and other similar activities; maintains appropriate liaison with news media when necessary.

Workforce Management:

- Supervises all departmental employees; coordinates workloads; evaluates performance; identifies and provides for training needs. Makes final decisions on all personnel actions such as hiring, terminations, discipline, and size and responsibilities of department staff.
- Monitors and participates, as necessary, in the case load of the department (typically the more difficult cases); confers with and counsel parents and children; prepares cases, evaluations and recommendations for disposition.
- Formulates labor relations policies pertaining to the Juvenile Service Department including researching and drafting collective bargaining provisions related to the department.

- Review reports on violations of institution rules, including officer decision and handling. Makes recommendations for change when necessary.
- Approves time sheets, overtime and all leave requests.
- Oversees continuing education and training of department personnel.

Budget and Fiscal Management:

- Develops, implements, and monitors department budget to achieve short-term and long-range goals and objectives.
- Makes final decision on all purchases, both major and minor, including types of equipment to be used, within budgetary limits.
- Assures preparation of required daily, monthly and annual reports to the courts and other agencies.

Ethics and Leadership:

- Researches current case law and court decisions affecting juvenile facility administration, inmate rights, and juvenile services programs, and related areas. Directs the implementation of procedural changes as required.
- Attends conferences, seminars and related meetings to keep abreast of modern law enforcement methods as it relates to juveniles, techniques and administration.
- Applies extensive knowledge of laws and procedures related to juvenile law enforcement situations and also sound management and administrative principles and techniques.
- Director's performance is reviewed for adequacy of professional judgment, compliance with policies and regulations, and achievement of results consistent with objectives.

REQUIRED QUALIFICATIONS

- Requires a thorough knowledge of the juvenile justice system and/or treatment methods and techniques applicable to community-based juvenile corrections, and a demonstrated ability in working with other community agencies, and in promoting successful public relations
- Requires ability to analyze complex law enforcement problems and to think and act quickly, calmly and effectively under emergency and other stress situations.
- Requires the ability to plan, direct and evaluate the work and performance of subordinates in a manner conducive to proficient performance and high morale.
- Requires ability to meet physical, medical and other requirements of the position and any certification or standards board.
- Requires ability to establish and maintain effective working relationships with officials, other employees and the general public.
- Possession of a valid Washington State Driver's License.
- The ability to obtain and maintain current CPR and First Aid certifications.
- High standards of personal and professional conduct with sound moral character are required.
- Must successfully pass an in-depth personal history, background and records investigation which shows no criminal or child abuse activity which could directly impact the ability to perform the job.
- Offers of employment may be conditional upon successfully completing Drug Testing and/or Polygraph Testing and/or Psychological Testing. Other testing or checks may be made at the employer's discretion to determine suitability for employment.

PREFERRED QUALIFICATIONS

- A Bachelor's Degree in criminal justice, social or behavioral science, education, public administration or a closely related field and at least five (5) years' experience in juvenile justice or a closely related field, including demonstrated experience and ability at the management level or any satisfactory combination of training and experience.
- A Master's Degree in the above-described fields is highly desirable and may be substituted for some, but not all, of the experience, at the discretion of the hiring authority.

GENERAL INFORMATION

- The working environment for the Juvenile and Family Services Director is primarily in an office setting; however, employee will be required to work within the secure facility, courts and speak publicly before various community groups. Requires ability to operate a motor vehicle.
- The Court is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The court is an Equal Opportunity Employer and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- The statements contained herein reflect general details as necessary to describe the principal functions for this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

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| Effective Date: 4/1/2024 | EEO Code: 6 | Department: Juvenile |
| Dates Amended: | Union: No | Division: Juvenile Director |
| FLSA Exempt: Yes | Grade: Contract position | Position: JUV014DJS-001 |

Okanogan County Superior Court: Administrator Job Description

POSITION SUMMARY

The Court Administrator serves as the Court Executive Officer (CEO) for the Court. The Administrator works under the direction and supervision of the Presiding Judge in accordance with General Rule 29 and all applicable state laws. This position assumes full responsibility for the planning, directing, implementation, and management of all the non-judicial, day-to-day operations of the Court. The Administrator develops and implements policies and procedures, prepares the court budget, oversees personnel management and development, conducts oversight of projects, grants, and contracts, and performs other responsibilities as required. This position provides leadership and strategic vision to deliver effective court services to Okanogan County.

ESSENTIAL FUNCTIONS

Operations Management:

- Assumes full management responsibility for court operations: plans, directs, implements, and manages the daily operation of the court.
- Conducts the planning and management for the changing physical needs of the court including space design, utilization, and maintenance.
- Oversees the maintenance, retention, and disclosure of records and documents in accordance with applicable rules, laws, and regulations.
- Monitors applicable state and local court rules, laws, and proposed legislation for any changes that affect court operations or case management.
- Coordinates judicial schedules and court calendars.
- Directs website content and updates; designs and improves forms, notices and publications.

Public Relations:

- Establishes and maintains cooperative, effective working relationships with judicial officers, attorneys, elected and appointed officials, justice partners, other branches of government, co-workers, and members of the public.
- May act as the court liaison with government agencies, media and the public.
- Represents the court as an independent branch of government with legislative and executive bodies, including preparing materials for legislative or executive bodies.
- Ensures appropriate and timely research, analysis, and responses to public inquiries/complaints.
- Coordinates with all court divisions, AOC, and other agencies concerning emergency planning and response.

Workforce Management:

- Under the direction of the Superior Court Judges, manages and supervises court personnel.
- Interviews, hires, and trains employees; plans, assigns, and directs work; addresses complaints, grievances and disputes; resolves problems; maintains personnel files as needed; appraises performance; recommends promotions and disciplinary actions; implements organizational changes; approves and schedules leave time; and recommends terminations as appropriate.
- Trains and informs staff on any new court procedures or new legislative updates.
- Participates in continuing education and development related to leadership and management.

Ethics and Leadership:

- Performs work diligently, efficiently, equitably, thoroughly, courteously, honestly, truthfully, impartially, without bias or prejudice, and with transparency.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Demonstrates a commitment to diversity, equity, and inclusion.

- Maintains the legally required confidentiality of the court, not disclosing confidential information to any unauthorized person, for any purpose.
- Maintains high standards of professional ethics, upholding and promoting the independence, integrity, and impartiality of the judiciary and avoiding impropriety and the appearance of impropriety that might impugn the dignity of the Court.

Budget and Fiscal Management:

- Oversees the development and administration of the Court's budget (e.g., data collection for the preparation of financial reports, approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate.) Informs, updates, and advises the presiding judge of financial conditions.
- Responsible for all financial functions of the court including, accounts payable, accounts receivable, cash handling, purchasing, and audits. Oversees grant management activities.
- Monitors agreements and professional contracts for specialty courts.
- Coordinates the Court's disaster cost recovery efforts during proclaimed emergencies.

Accountability and Court Performance:

- Manages the court case flow and records, including the preparation of required reports.
- Oversees the jury management program by generating, processing, and analyzing jury data reports including juror summons and qualification forms.
- Oversees security measures and issues affecting court operations.

Strategic Planning:

- Collaborates with the presiding judge to develop short-range and long-range strategic plans, best practices and projects, and directs and oversees the implementation of plans to ensure adherence to Washington State's judicial standards, regulations, and statutes. Formulates and recommends organizational changes for improving the operation of the court.
- Develops, oversees and implements the Court's Emergency Management and continuity of operations planning, including attending emergency management briefings to exchange information, stocking and maintaining disaster preparedness-related supplies and equipment.

Court Governance:

- Works closely with the court's information technology provider to determine technology needs, conveys requirements and coordinates acquisition, implementation, support and maintenance.
- Stays current with benchmarks, best practices, and empirical evidence to assist specialty court teams, maximize participants' success, and ensure compliance with federal/state regulations.
- Assures conformity of court emergency management programs with federal/state requirements.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of roles and responsibilities of courts and principles of judicial independence including General Rule 29.
- Understanding of nationally developed court performance standards.
- Knowledge of Washington State laws, court rules, and legal procedures applicable to the court.
- Thorough knowledge of principles of administration, planning, supervision and organization, and effective supervisory and office management techniques.
- Ability to set office priorities, identify needs, develop long-range plans, and evaluate outcomes.
- Ability to guide, direct, schedule, and motivate subordinate employees.
- Ability to accurately and efficiently oversee the financial, record keeping, and scheduling procedures for the court.

- Ability to deal with the public with poise and tact in sometimes stressful situations.
- Ability to work independently under pressure, in a flexible, enthusiastic, and self-starting manner.
- Ability to read, interpret, and follow rules, regulations, policies, and procedures.
- Ability to communicate effectively both orally and in writing using high-level grammar, spelling, and composition.
- Ability to recognize and correct safety and health hazards.
- Ability to operate various office equipment, such as telephone, computer, calculator, postage meter, facsimile, and copy machine.
- Understands the Code of Judicial Conduct and the duties of cooperation and confidentiality for court employees with regard to matters involving the Commission on Judicial Conduct.
- Understands the Americans with Disabilities Act (ADA), Washington Law Against Discrimination (WLAD), and General Rule 33 regarding requests for accommodation by persons with disabilities.

PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS

- Five (5) years of progressively responsible management experience including experience in administration, operations and personnel supervision, preferably in a court or legal environment. Experience working with elected officials and department directors highly desired.
- Bachelor's degree in Criminal Justice, Human Resources, or other related field.
- Certified Court Manager (CCM) Certification and/or Certified Court Executive (CCE) Certification will be considered the equivalent of three years management experience in the court system.
- Thorough knowledge of rules and procedures related to court systems.

SPECIAL REQUIREMENTS

- Successful completion of a pre-employment background and criminal history check.
- Must have or obtain a National Center for State Courts (NCSC) Certified Court Manager certification within three years of hire.

GENERAL INFORMATION

- The court is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The court is an Equal Opportunity Employer and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

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| Dates Amended: | Union: No | Division: Superior Court |
| FLSA Exempt: Yes | Grade: Contract position | Position: SUP020AS0-001 |