

**CITY OF ABERDEEN  
POSITION CLASSIFICATION**

**ASSISTANT COURT ADMINISTRATOR**

**Salary Range:** 15 (No Interpreter Duties)  
16 (Acts as Spanish Speaking Court Interpreter)  
17 (State Certification as Spanish Interpreter)

**Union Status:** AFSCME  
**FLSA Status:** Non-Exempt

**Date Adopted:** 10/01; 2006; 10/2015

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**DEFINITION:** Under the direct supervision of the Court Administrator, performs Municipal Court office and in-court functions such as scheduling cases, preparing and maintaining court dockets, performing data entry in the Judicial Information System (JIS), providing assistance to the public, processing all mail including treatment reports, assisting the Court Clerks, coordinating jury panels, and performing the Court Administrator's duties in the Administrator's absence. All functions must be performed efficiently and in an accurate, timely, and professional manner as accurate data entry and records are of vital importance. Confidentiality is of the utmost importance due to the nature of the work. If qualified, may act as interpreter for Spanish-speaking defendants.

**REPORTS TO:** Court Administrator.

**SUPERVISES:** May supervise Court Clerks in the absence of the Court Administrator.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by the knowledge of court administration, policies and procedures, the responsibility for performing Court Administrator duties in the absence of the Court Administrator and the skill and ability to operate the computerized Judicial Information System (JIS). Requires the ability to function both independently and as part of a collaborative team. Punctual, regular and reliable attendance is essential for successful job performance, as well as the ability to multitask, maintain organization and work in an environment involving a heavy workload with strict deadlines. The incumbent in this class may be bilingual and act as interpreter for Spanish-speaking defendants.

**ESSENTIAL JOB FUNCTIONS:**

Attends Court sessions to assist the Court Administrator in day-to-day court activities, including processing court documents, scheduling hearings, and maintaining the court files and electronic recordings of the proceedings..

Schedules court dates for pending cases and maintains criminal court calendars

ESSENTIAL JOB FUNCTIONS: (continued)

Functions as jury coordinator which includes sending jury summons, collecting and processing returns, creating jury panels and distributing jury information to all parties.

Provides guidance and assistance to Court Clerks, ensuring they are thoroughly trained in their area and cross-trained to cover for co-workers.

In the Court Administrator's absence, processes and manages the Court's payroll, runs end-of month reports, and prepares vouchers.

Participates in the resolution of difficult and sensitive citizen inquiries and complaints.

Maintains strict compliance with all mandated reporting requirements.

Processes all parking citations.

Performs the work of the Court Administrator and Court Clerks as needed and assists in training new personnel.

Assists Court Clerks with answering telephones and in-person inquiries regarding court-related matters.

OTHER JOB FUNCTIONS:

Performs other job-related tasks as required or assigned to maintain and enhance Court operations.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed indoors in a municipal court and in an office environment requiring close contacts sitting approximately 80% of the time, standing and walking 10% of the time and reaching and bending approximately 10% of the time. Equipment used includes, telephones, a copy machine/fax/scanner, computers, adding machines and other commonly used office equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of: Municipal Court procedures and office practices; commonly used office equipment; Microsoft Office programs; and the JIS computer system and related software.

Ability to: Operate and maintain computerized records systems and utilize the JIS system; understand Court functions and procedures, citations, Court numbers, docket numbers and the necessary data to be provided to the State and local governments; maintain good working relations with other City employees and the public; and communicate effectively in English and, if appropriate, Spanish.

EDUCATION AND EXPERIENCE:

Experience, education or training which provides the level of knowledge, skill and ability equivalent to:

High school degree or GED equivalent with continuing education and workshops in court-related subjects. College coursework in criminal justice or legal assistant preparation is highly desirable. A two year degree is preferred.

Two years experience in court administration or four years court clerk experience is required. Knowledge of Microsoft Word is required. Experience and knowledge of the Washington courts Judicial Information System (JIS) is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Must be bondable.

State certification as a Spanish interpreter is highly desirable.

Bilingual is preferred.