



**Washington State
Court of Appeals, Division III
Employment Opportunity**

COURT ADMINISTRATOR/CLERK

Reference Job #2021-12

Our Mission: To serve the People by providing an accessible forum for the independent and impartial review of cases, while maintaining an atmosphere that respects the dignity and safeguards the rights of all.

Status: Regular, Full-Time
Location: Spokane, Washington
Salary: Depends on Qualifications, up to \$170,000 per year
Opens: February 26, 2021
Closes: March 26, 2021
Projected Start Date: July 2021

POSITION DESCRIPTION

Under the direction of the Chief Judge, the court administrator/clerk is responsible for all non-judicial activities of the court including but not limited to budget preparation and monitoring, facilities management, calendar management/delay reduction, statistical analysis, strategic planning, planning and application of technology, and court security. Division Three reviews decisions from 20 eastern Washington counties.

By statute, the clerk is responsible for maintaining custody of all records, files and proceedings of the court. Under the Rules of Appellate Procedure, the clerk is responsible for issuing mandates and certificates of finality and may determine cost awards on review. Pursuant to the Rules of Appellate Procedure and court policy, the clerk may also make certain decisions called "rulings" which become actions taken by the appellate court.

The position is also responsible for management and supervision of clerk's office personnel, analyzing work processes, procedures and systems and making recommendations for improved methods; setting court calendars; developing policies and procedures; and acting as liaison with the Administrative Office of the Courts, the Supreme Court, other divisions of the Court of Appeals, the Bar and litigants.

JOB DUTIES

(Note: The following is a listing of typical duties; the actual duties of a position may not include all those listed or may include other work of a similar nature.)

- In conjunction with Chief Judge, acts as liaison with Supreme Court, trial court, AOC, other Divisions of Court of Appeals, bar associations, and the public.
- Coordinates strategic long-range planning for the court, including development of mission, vision, strategic objectives, and associated action plan.
- Records the proceedings of the court; keeps all files, books, and papers pertaining to the court: files all papers delivered to the court for that purpose.
- Makes rulings as provided by the Rules of Appellate Procedure and court policy on motions, such as motions for extension of time, motions to consolidate, motions for administrative stays and cost awards.
- Coordinates with the Chief Judge in setting court calendars, including hearings before panels of judges.
- Manages overall administrative support for a division of the Court of Appeals; assigns personnel to administrative and clerical functions; supervises the training of clerical personnel and periodically evaluates staff.
- Prepares preliminary budget requests for the division of the Court of Appeals and monitors expenditures to ensure compliance with budgetary limits.
- Analyzes work process, procedures, and systems to ensure maximum efficiency and productivity of clerical staff.
- Manages the facilities of the court and determines space and equipment needs; maintains property inventory; supervises procurement of equipment and supplies.
- Responsible for planning and implementation of court security program.
- Provide statistical analysis of caseload and case processing information; make recommendations regarding calendar management and delay reduction activities.
- Provide ongoing planning and management of court's technology applications; coordinate development and implementation of technology pilot projects.

KNOWLEDGE AND ABILITIES

Knowledge of: Court administration issues and practices; Washington State law, Washington State judicial system; court procedures and the appellate process; Rules of Appellate Procedure; budget and accounting principles; calendar management and delay reduction techniques; statistical analysis; strategic planning; information systems and technology planning, implementation, and management; management and supervision principles, practices and procedures; legal forms and documents.

Ability to: establish and maintain effective working relationships with judges, commissioners, the legal community, and the public; apply legal principles and specialized knowledge to individual cases, issues, and problems; interpret and apply court rules, understand complex legal issues; effectively manage and supervise Clerk's Office staff; exercise sound judgment; work independently and with others; maintain confidentiality; communicate effectively, orally and in writing; analyze problems and develop effective solutions; facilitate consensus and effective problem solving amongst court and/or agency representatives.

REQUIRED QUALIFICATIONS AND CREDENTIALS

Bachelor's degree in business, public administration, court administration, political science or related field, **AND**

Six (6) years of progressively responsible experience as an administrator or manager in a court or related organization or agency; **OR**

A JD degree and three (3) years of experience as an administrator or manager in a court or related organization, law firm, or agency.

DESIRED QUALIFICATIONS

- Master's degree in judicial administration, business administration, or public administration.
- Completion of the National Center for State Courts Court Executive Development Fellows Program.
- Qualified candidates will have well-developed skills in the use of technology and automated systems, including the use of electronic documents.
- Familiarity with case management and document management systems, office suite products, and electronic workflow processing systems is highly desirable.
- A working knowledge of the Washington State Court system and legislature and issues of concern to the judiciary.
- A working knowledge of the Washington State judicial branch entities and agencies.
- Experience in development and implementation of legislative strategy at the local and/or state level.
- A member in good standing with the Washington State Bar Association, if an attorney.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience must be on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**
3. **Chronological resume summarizing work experience.**
4. **Three letters of recommendation.** The person writing the letter of recommendation may mail it directly to the attention of the Administrator/Clerk.

The Judicial Branch/AOC Application for Employment can be found at [Judicial Branch/AOC Application](#) at the lower portion of the webpage. Late applications will not be accepted after the deadline expressed.

Please email all application materials to Renee.Townsley@courts.wa.gov in a PDF format. You may also mail your materials to:

**Washington State Court of Appeals, Division III
Attn: Renee Townsley, Court Administrator/Clerk
500 North Cedar Street
Spokane, WA 99201-1905**

Potential applicants may contact Renee Townsley with any questions regarding the position at Renee.Townsley@courts.wa.gov

IMPORTANT INFORMATION

This position is "at will" and not covered under the Fair Labor Standards Act (FLSA). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required eligibility form upon hire.

Special Note: Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

See <https://www.courts.wa.gov> for more information about Washington Courts, Compensation and Benefits. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

Washington State employees may be eligible for the following:

- Medical/Dental/Vision for employee & Dependent(s)
- Public Employees Retirement System (PERS)
- Vacation, Sick and other Leave
- 11 Paid Holidays per year
- Public Service Loan Forgiveness
- Long-Term Disability & Life Insurance
- Deferred Compensation Programs
- Dependent Care Assistance Program
- Flexible Spending Arrangement (FSA)
- Employee Assistance Program
- Combined Fund Drive (Charity Giving)
- SmartHealth (Employee Healthy Living Program)
- [Click here for more information.](#)

SPOKANE COUNTY AREA

Spokane is the second largest city in Washington and an important center of economic and cultural activity. It is known as the birthplace of Father's Day, and has the official nickname of the "Lilac City". It is home to the Northwest Museum of Arts and Culture (MAC), which offers exhibits on the region's history through art, culture, and Native American heritage. In the heart of downtown is Riverfront Park, the site of the 1974 World's Fair including a cable car ride over the Spokane River Falls. In addition, the Centennial Trail runs through the downtown area which provides scenic views along the Spokane River for walking and bicycling. The trail is 37 miles long and extends from the Idaho state line border up to Nine Mile Falls further north. Numerous opportunities are available for entertainment, higher education, and international cuisine. Spokane offers regional hospital and medical health care and is easily accessible given the international airport services. The area weather includes four distinct seasons of winter, spring, summer, and fall. There are many close by options for outdoor recreation throughout the year. Other city offerings include the Performing Arts Center for concerts and Broadway shows, Convention Center, Sports Arena, and the Fox Theatre which is home to the Spokane Symphony.

