



King County

Invites Applications for the Position of:

West Division Director

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 05/17/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 06/30/13 04:30 PM (GMT -8:00)

SALARY: \$94,357.68 - \$118,483.92 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Regular, Full time, 40 hrs/week

DIVISION: King County District Court

JOB NUMBER: 2013AM03105

SUMMARY:

The Position:

The West Division Director for the King County District Court (Court) is a strong, action-oriented and politically savvy leader who possesses excellent function/technical skills and is comfortable around higher management, including elected judges. S/he is responsible for all of the non-judicial activity that occurs in the West Division, which includes the Seattle and Shoreline Courthouses.

The West Division Director reports to the Chief Administrative Officer, or designee, within the Office of the Presiding Judge and supervises approximately 45 employees. She/he also serves on the Court's Leadership Team and various ad hoc committees.

King County District Court Profile:

King County District Court is the largest and most technologically advanced court of limited jurisdiction in the State of Washington and is currently responsible for processing approximately 200,000 matters per year with 25 judges and approximately 260 employees in 9 locations. The Court is a leader in many areas involving public safety and access to justice, including the use of problem-solving courts, jail alternative programs, and judge managed probation services. Thirteen cities contract with the Court for judicial services.

Additional materials required: A resume, and a letter of Interest.

JOB DUTIES:

- Responsible for all of the non-judicial staff and functions of the West Division, including but not limited to, case flow, records, juror utilization, facilities utilization, technology use, and the preparation of required reports.
- Keeps informed of and manages changes in legislation or other laws that directly affect the Court.
- Works effectively with the staff of the Office of the Presiding Judge, the other directors and management personnel of the Court, Probation, other agencies within King County, and the Washington Administrative Office of the Courts.
- Establishes and maintains effective working relationships with attorneys, law enforcement, correctional institutions, contract cities, and various other government and private agencies and organizations that work with the Court.
- Supervises all managers, coordinators and clerks within the division.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Strong leadership and collaboration skills.
- Excellent functional and technical skills to develop policies and procedures that keep the Court running efficiently and effectively in compliance with the law.
- Ability to identify, plan for, and implement approaches to operational challenges derived from other courts and from other government, private, or nonprofit entities.
- Strong supervisory experience that motivates, engages and develops employees.
- Ability to work with diverse groups of people both internally and externally.
- Ability to plan, delegate, coordinate and improve the work product and service of the West Division within staffing level and budgetary constraints.
- Ability to identify, develop and implement new cost savings and efficiencies that are in line with the Court's and King County's goals, mission and vision.
- Bachelor's or Master's Degree in a related field (desired).

OR any combination of education and experience which provides appropriate knowledge, skills, and abilities.

SUPPLEMENTAL INFORMATION:

Selection Process: Application materials will be screened for qualifications; the most competitive applicants will be invited for one or more panel interviews. Any employment offer will be contingent upon the results of a criminal background investigation and fingerprinting.

If you have questions regarding this position, please contact Human Resources, Aaron Moe at (206) 205-0493, or Kevin Whitley at (206) 296-8583.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.