



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE:	Clerk's Judicial Financial Manager	DEPARTMENT:	Clerk's Office
CLOSING DATE:	September 13, 2013, 5 p.m.	POSITION #:	0126-05-R-00141
SALARY RANGE:	\$5,237.00 - \$6,983.00 / month	FTE:	1.0
EMPLOYMENT TYPE:	Regular Full-Time	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Yvonne Pettus, Chief Deputy Clerk	PHONE #:	(360) 786-5434
UNION:	NO		

SUMMARY OF DUTIES:

Manages the financial division of the Clerk's Office and is third in chain of command. Provides administrative support to the Clerk and Chief Deputy and assumes duties and responsibilities in their absence. Manages all investments activities of the Clerk's trust account. Researches and analyzes investment opportunities to establish and ensure that all funds held in trust and custody of the Clerk are invested at their most effective earnings potential. Responsible for the Clerk's financial system totaling multi-million dollars, including banking functions and accounts payable/receivable; maintains trust accounts, financial ledgers and reports; prepares quarterly and annual reports and negotiates, implements and monitors banking service relationships. Manages, evaluates and audits the entry, execution, collection/disbursement of all judgments, writs, orders of sale, registry liens, court fines, restitution payments, bench warrants, bail and collections. Plans, organizes and supervises the work of subordinates. Supervises accounting records related to payroll, purchasing, inventory and ordering of office equipment and supplies. Manages fixed assets and unclaimed property, approves expenditures and implements adjustments as necessary. Researches legislative and regulatory changes and ensures the department's compliance with applicable government laws; interprets complex legal procedures; develops recommendations for procedural or policy changes in the financial system as required. Manages, researches and writes department grants; reviews legislation proposed by others, initiates and responds to correspondence and reports and maintains records and forms for statistical purposes and public use.

QUALIFICATIONS:

Bachelor's degree with major coursework in financial management, public or judicial administration, management or related field. Additional experience may be substituted on a year for year basis.

Five years of experience in court administration with at least two years financial management experience and two years of supervisory experience.

Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.

DESIRED SKILLS:

A certification in Public Accounting (CPA). Knowledge of pertinent local, state and federal laws. Knowledge of office and/or record management systems, processes and procedures. Demonstrated ability to interpret policies and procedures and to analyze complex problems. Experience facilitating group processes, including goal-setting, staff motivation, and team leadership.

SELECTION PROCESS:

To be considered for this position, please submit the following:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Application | <input checked="" type="checkbox"/> Letter of Interest |
| <input type="checkbox"/> Supplemental Questionnaire | <input checked="" type="checkbox"/> Resume |
| <input type="checkbox"/> Disclosure Form | |

Submit application package to: Thurston County Information Desk, 2000 Lakeridge Dr. SW, Olympia, WA 98502. Application package must be received by 5 p.m. on the closing date listed above. Postmarks will not be accepted. Electronically submitted application packages will not be accepted.

APPLICATION INSTRUCTIONS:

A separate application must be fully completed for EACH POSITION for which you are applying. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Copies of applications will be accepted only with an original signature. If a supplemental questionnaire is required, it must be submitted with your Thurston County application by the closing date. Applications are available online at www.co.thurston.wa.us. Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment bulletin. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.