



King County

Invites Applications for the Position of:

Court Coordinator - District Court

Apply online at <http://www.kingcounty.gov/jobs>

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: 09/12/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 09/23/13 04:30 PM (GMT -8:00)

SALARY: \$29.51 - \$37.55 Hourly \$61,381.68 - \$78,098.16 Annually

LOCATION: Multiple locations in King County

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

DIVISION: King County District Court

JOB NUMBER: 2013AM03350

SUMMARY:

Scope of Responsibility:

King County District Court is seeking applicants for a current Court Coordinator opening. The Court Coordinator is responsible for creating and maintaining a team of employees that are committed to serving the public, and who are willing and able to perform their duties and excel on a daily basis. Court Coordinators are also responsible for end of day accounting, ordering supplies, providing and conducting training, and serving as a back-up to the Court Manager as needed.

The current opening is located at the Maleng Regional Justice Center (MRJC) in Kent, WA, however, Court Coordinators may be assigned to work at any Courthouse locations within District Court which include Shoreline, Seattle, Redmond, Issaquah, Bellevue, Burien, Kent (MRJC) or Auburn. The MRJC is staffed by a Court Manager, 2 Court Coordinators and 26 Court Clerks who support 5 Judges. Work is performed at a professional level with the expectation of independent judgment and decision making as directed by the Court Manager, Division Director or other executive level staff. The Court Coordinator is expected to demonstrate appropriate judgment, role modeling and technical expertise.

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 250,000 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, technology and judge-managed probation services. Thirteen cities contract with King County for court services that are provided by the Court.

Additional materials required: A resume, and a Letter of Interest that describes how you meet or exceed the requirements of this position.

JOB DUTIES:

- Maintain effective working relationships with Judges, staff, criminal justice agencies, other county agencies and the public.
- Assist with the development of new projects and serve on committees as required.
- Assist with hiring, discipline and termination processes.
- Handle complex issues, questions, and sensitive and confidential matters.
- Assist in the formulation and implementation of court policies, rules, guidelines and procedures.
- Maintain current knowledge of the process and procedures for: passports, bankruptcies, name changes, vehicle impounds, false alarm hearings, zoning ordinances, witness management, Master Calendar, Mental Health Court, warrants, search warrants, felony and jail calendars, and inquests.
- Assist with workload distribution and assign specific tasks to subordinate employees.
- Conduct staff meetings as required.
- Performs other duties as needed.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:


- Knowledge of policies, procedures and laws pertaining to the operation of the King County District Court.
- Minimum of three years of progressively responsible management experience.
- Ability to establish and maintain effective working relations with colleagues at the same or higher level, subordinates, union officials, other Court and County employees, as well as persons in other organizations, departments, agencies, and the public.
- Must have a bachelor's degree in a related field of study, including but not limited to public administration, court administration, business administration or criminal justice or any combination of training and experience that would likely provide the required knowledge and abilities for this position.
- Considerable knowledge of principles of administration, planning, supervision and organization.
- Considerable knowledge of local, state, federal laws and regulations that apply to personnel management.
- Ability to plan, delegate, and coordinate work.

- Ability to identify needs, develop long-range plans and to evaluate the results.
- Demonstrated ability to clearly express ideas and recommendations orally and in writing.
- Knowledge and ability to manage in a union environment.

SUPPLEMENTAL INFORMATION:**Selection Process:**

Application materials will be screened for relevant experience, qualifications, knowledge and skills, and the most competitive candidates will be invited for further testing and possible 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 call Aaron Moe at 206-477-3259 .

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.