



King County

Invites Applications for the Position of:

Accounting, Disbursements & Judgments Supervisor

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: 11/06/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: Continuous

SALARY: \$2,656.00 - \$3,367.20 Biweekly \$69,056.00 - \$87,547.20 Annually

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2013-03440A

SUMMARY:

Are you an accounting professional who is seeking a challenging, yet rewarding career opportunity? The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office is seeking an experienced, motivated individual who is up for a challenge and who wants to make a difference.

DJA is an executive branch department that operates three public office locations within King County (King County Courthouse, Maleng Regional Justice Center in Kent, and at the Youth Service Center – Juvenile Court in Seattle). DJA serves as a customer service office of the King County Superior Court, maintaining the official case files, records and indexes necessary to enable the efficient administration of the court and the public's right to record inspection.

The Accounting, Judgments and Disbursements Section of the Customer and Financial Services (CFS) Division comprises the heart of the finance function for DJA. In this capacity, the incumbent in this position is responsible for supervision of the accounting function for the Superior Court's registry, and for the disbursement of funds there-from, as well as the processing of judgments entered by this court. The volume of financial transactions processed through the court's registry is large, with receipts exceeding 350,000 in number and well in

excess of \$100,000,000 annually, and in excess of 154,000 accounts receivable exceeding \$705,000,000.

The incumbent is responsible for supervising staff and overseeing daily operations in the Accounting, Judgments and Disbursement Section. This position is also responsible for ensuring the section's activities are in compliance with relevant laws, policies and GAAP.

WHO MAY APPLY – This full-time, career service position is open to all qualified applicants. This position will **remain open until filled**; however, first consideration will be given to those candidates who apply on or before **November 19, 2013**

Application Requirements:

Persons interested in this recruitment should submit the following:

- Completed King County online application form
- Answers to the supplemental questionnaire
- A current resume
- A letter of interest describing how you meet or exceed the requirements

Please note that you can attach multiple documents to your application. Your application may be rejected as incomplete if you include relevant information only on the resume.

WORK LOCATION - King County Courthouse, 516 Third Avenue, Seattle, WA 98104.

WORK SCHEDULE – This position is exempt from the provisions of the Fair Labor Standards Act, and therefore not eligible for overtime pay. The regular workweek is 40 hours per week, Monday through Friday, however, due to the demands of the position occasional evening or weekend work may be required.

CONTACT: For more information about the application process, please contact Joel McAllister, CFS Division Manager, at (206) 477-0810.

JOB DUTIES:

This position will supervise the work of four accounting staff and one accounting lead, as well as one disbursements staff and four judgments staff. The person in this position may be required to do some or all of the duties of these staff, or have the knowledge to perform this work in addition to other duties exemplified below:

- Provide direct and delegated supervision to staff
- Perform personnel responsibilities such as: training, hiring, recommending and/or implementing disciplinary actions
- Supervise, evaluate and document work performance; coach, counsel, monitor and motivate assigned staff
- Determine work assignments and work schedules for supervised staff; monitor workload to remain current and avoid backlogs
- Monitor internal control procedures; revise and implement changes as needed
- Recommend and participate in development, review, establishment and implementation of policies and procedures to adapt to changes, such as in the law or other King County

policies. Ensure adherence to legislative, judicial and departmental regulations, and generally accepted accounting principles

Interact professionally with staff and customers while delivering excellent customer service that is consistent with department policy. Act as a liaison with other justice agencies, public agencies and the public

Conduct legislative research and provide advice related to statutes, court rules or other legislative authorities

Investigate and resolve complaints

Ensure division manager is fully informed of operations within the section. Prepare records and report on supervisory or section activities. Represent the section in meetings with other agencies and act on behalf of the division manager when required

Represent DJA to attorneys, professional organizations, other jurisdictions pertaining to finance or judgments processing functions, or more generally Clerk's Office functions.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Demonstrated skills leading and supervising staff in a fast-paced, accounting environment, including experience in the principles and practice of supervision and of disciplinary personnel actions. A minimum of three years is required.

Demonstrated skills in ensuring compliance with GAAP and other applicable laws, regulation and policies. A minimum of five years is required.

Excellent oral and written communication skills.

Demonstrated skills in the use of Microsoft Office products, including Excel, Word and Outlook.

Demonstrated skills in managing a large amount of information from multiple sources. A minimum of five years is required.

Demonstrated ability to develop and implement business operational policies and procedures and efficiencies. A minimum of five years is required.

Demonstrated skill in working with diverse populations, experience building effective work teams and maintaining effective working relationships. A minimum of five years is required.

Demonstrated skills working with regulations, laws and standards. A minimum of five years is required.

Demonstrated ability to ensure good separation of duties and adequate safeguards are maintained. A minimum of five years is required.

Desired Qualifications

The most competitive candidates will have the following additional experience:

Demonstrated experience working in a court setting

Demonstrated knowledge of legal terminology

Demonstrated experience using State of Washington court data applications such as JRS, JIS and JASS

Demonstrated knowledge of legal research and analysis techniques

Necessary Special Requirements:

The ability to deliver regular attendance, consistently, with or without accommodation

No felony convictions within the last ten years

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.

Accounting, Disbursements & Judgments Supervisor Supplemental Questionnaire

- * 1. How many years of experience in supervising employees have you had?
 - ☐ Zero to less than three years
 - ☐ Three years to less than five years
 - ☐ Five years to less than ten years
 - ☐ Ten years or more
- * 2. Describe your supervisory experience, identifying the employer, the number of employees supervised, the type of work and the applicable dates.
- * 3. How many years of accounting work experience have you had?
 - ☐ Zero to less than three years
 - ☐ Three years to less than five years
 - ☐ Five years to less than ten years
 - ☐ Ten years or more
- * 4. Describe your accounting experience, identifying any formal training and certifications you may hold, as well as work experience including identification of the employer, your role in the accounting function and the applicable dates.
- * 5. Describe your methods for ensuring compliance with GAAP and other applicable laws, regulation and policies, you had to comply with.
- * 6. Rate your level of expertise using Microsoft Excel.
 - ☐ Beginner
 - ☐ Intermediate user
 - ☐ Advanced user
- * 7. How many years of experience have you had in managing data amounting to multiple hundreds of thousands of financial transactions yearly?
 - ☐ Zero to less than two years
 - ☐ Two years to less than five years
 - ☐ Five years to less than ten years
 - ☐ Ten years or more
- * 8. Describe your experience managing financial transaction data, including the employer, relevant dates, approximate volume of transactions being processed and the various data sources.
- * 9. Describe your experience developing and implementing business operational policies and procedures and efficiencies.
- * 10. Describe what the term "separation of duties" means to you, and why it is important.
- * 11. Describe your experience working in a court setting and your familiarity with any related data systems.
- * 12. Describe your experience conducting legal research and the common tools you use for completing this task.
- * 13. Are you a King County Career Service Employee?
 - ☐ Yes ☐ No

* 14. Do you have demonstrated work experience in a court setting?

☐Yes ☐No

15. If you answered yes to question #14 above, please describe your experience.

* 16. Do you have knowledge of legal terminology?

☐Yes ☐No

17. If you answered yes to question #16 above, please describe how you obtained knowledge of legal terminology.

* 18. Do you have experience using State of Washington court data applications such as JRS, JIS and JASS?

☐Yes ☐No

19. If you answered yes to question #18 above, please describe your experience.

* 20. This position requires a resume AND a cover letter. Please verify that you have included both a resume and cover letter.

☐Yes ☐No

* Required Question