



CITY OF SEATTLE

Court Clerk Supervisor

SALARY:	\$24.77 - \$28.84 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Teamsters, Local 763 - Municipal Court
CLOSING DATE	03/11/14 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle processes more cases than any other municipal court in the State of Washington. This is an exciting time to join the Municipal Court as we are transitioning away from a paper intensive case management system to electronic court files. We are currently accepting applications from qualified candidates for the Court Clerk Supervisor position.

In this position the scope of work could include supervisory responsibility for Court Clerk and Clerical Staff including scheduling; creating and facilitating training programs; quality control analysis; performance evaluations and disciplinary matters; resolving procedural and administrative problems; developing and amending specific guidelines and procedures; research issues; plan, organize, realign or develop work unit for improved performance and work flow; and work on special projects and committees.

JOB RESPONSIBILITIES:

Examples of work or tasks include, but are not limited to:

- Supervises the daily work, schedules, and activities of Court Clerks and Administrative Specialists.
- Evaluates employee performance through direct observation, review of work product for both productivity and quality of work, completes performance reviews, and counsels or implements discipline where appropriate.
- Maintains and tracks hearing loads and overall management of caseflow matters.
- Monitors daily calendar loads to ensure courtrooms are appropriately staffed.
- Conducts research on judicial activities, assists the Chief Clerk in courtroom workload analysis, and prepares statistical and other reports for judges.
- Oversight and direct involvement with training new employees and for all Court Services employees on new processes and procedures and providing updates on new legislation, rule changes, or organizational changes, etc.
- Assists staff and customers with difficult situations and processes; facilitates resolution to conflicts with staff and/or customers, deals with and resolves problems from upset and angry customers.
- Reviews, analyzes, and revises work assignments and procedures to increase the efficiency of the work unit
- Supervises out-of-court functions of the Court Clerk such as: preparing court calendars, locating

paperwork, responding to emails and other correspondence, filing, and managing digital record and logs.

- Partners with Court Technology on modifications and enhancements to Court's in-house database system, MCIS, and electronic case files.
- Performs duties of subordinate employees as necessary including courtroom clerk coverage or acts as the Judicial Operations Manager when absent.

QUALIFICATIONS:

- Requires 1 year of experience as a Court Clerk or other similarly related experience (or a combination of education, training, and/or experience which provides evidence of the ability to perform the work of the class).
- Experience using Microsoft Office applications like Outlook, Word, and Excel
- Excellent communication, observation, and problem solving skills.

ADDITIONAL INFORMATION:

Desired Qualifications:

- Prefer at least 3 years of Criminal Courtroom Clerk experience maintaining court records.
- Prefer knowledge and proficiency at navigating and entering information into MCIS.
- Prefer 1 year of supervisory or lead worker experience.
- Prefer supervisory or management training or education.
- Prefer experience with electronic case files.
- Prefer experience creating and leading instructional trainings.
- Prefer Bachelor's degree in Criminal Justice, Liberal Arts, or related field of study.
- Demonstrated ability to establish and maintain effective working relationships with Judges, Court employees, Criminal Justice Partners, and the public.
- Demonstrated ability to work in close contact with persons who are mentally ill or who have physical illness.

Additional Information & Questions:

If selected, must:

- Join the Teamster's Local 763 Supervisor's union within 30 days of employment
- Pass criminal history background check
- Pass WSP ACCESS II certification within 6 months of hire.

For more information on the Seattle Municipal Court visit: www.seattle.gov/courts. For questions about this recruitment please contact Personnel Specialist, Kristy Hulverson, 206-233-7201.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #40058-03

<http://www.seattle.gov/jobs>
COURT CLERK SUPERVISOR
KH

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Court Clerk Supervisor Supplemental Questionnaire

* 1. Which type of court have you worked for? (Please select all that apply.)

- I have not worked for a court.
- Municipal
- District
- County
- Superior
- Court of Appeals
- Supreme

* 2. Select the best answer to describe your years of experience as a Court Clerk.

- No experience
- Between 1 and 12 months
- Between 1 and 2.5 years
- Between 3 and 5 years
- Over 5 years
- Over 10 years

* 3. Select the best answer to describe your years of experience as a supervisor or lead worker.

- No experience
- Less than 12 months
- Between 1 and 2.5 years
- Between 3 and 5 years
- Over 5 years
- Over 10 years

* 4. Please indicate the number of employees you lead or supervised (numeric value only).

* 5. Please select your highest level of education completed.

- High School Diploma/GED
- Some College
- Associates Degree
- Bachelors Degree
- Masters Degree
- Doctorate Degree
- None of the above

* Required Question