



CITY OF SEATTLE

Judicial Operations Manager

SALARY:	\$37.20 - \$55.81 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Not represented
CLOSING DATE	04/15/14 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle's Municipal Court is one of the highest volume Courts of Limited Jurisdiction in the state with seven elected Judges, six appointed Magistrates, and over 200 staff. This position reports to the Chief Clerk and oversees three units: Court Services, Records Management, and Juror Services.

This is an exciting time to join the Municipal Court as we are converting paper case files to electronic court files, developing e-citations and other initiatives.

JOB RESPONSIBILITIES:

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

- Manage the daily operations of courtrooms, records and juror services.
- Manage four supervisors and indirectly manage 35 support staff.
- Lead a growing unit through: staff selection, training and development, counseling and coaching, performance evaluations, corrective action plans, compliance with collective bargaining agreements, sick leave review, staff problem resolution, and other administrative functions.
- Collaborate with staff, judges, attorneys, Seattle Police Department, Department of Licensing, the public, etc. and solicit feedback to ensure the unit is meeting customer service standards.
- Serve as a liaison with internal and external stakeholders and organize and lead workgroups as needed.
- Assess emerging issues, analyze source of problems, and develop and communicate proposed solutions.
- Develop and implement efficiencies, procedures, and projects (such as Electronic Case files and the conversion from old to new systems).
- Respond to new legislation, court rules, and other changes that impact Judicial Operations by developing long-term program and policy recommendations.
- Develop and write directives, policies, procedures, manuals and memoranda to advise and guide employees.
- Serve as the Acting Chief Clerk in the incumbent's absence.

QUALIFICATIONS:

- The successful candidate must have a Bachelor's degree and at least five years of progressively responsible experience in managing operations in a court or court related organization.
- A combination of education, training, or experience which provides an equivalent background required to perform the work of this position may be substituted.
- To be considered, all applicants must fully complete the online application form, supplemental questions, and include a cover letter and resume (either pasted in the resume section or uploaded as attachments).

ADDITIONAL INFORMATION:

- The civil service status for this position is under review.
- The full pay range for this position is \$37.20 to \$55.81.
- Job offers are contingent on the verification of credentials and other information required by the application process.
- Learn more about the Municipal Court of Seattle at www.seattle.gov/courts. Please contact Kristy Hulverson, Personnel Specialist, at 206-233-7201 with additional questions.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2014-00340

<http://www.seattle.gov/jobs>
JUDICIAL OPERATIONS MANAGER
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.

Judicial Operations Manager Supplemental Questionnaire

* 1. Please select the option that best describes your highest level of education

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- J.D.
- Ph.D.
- None of the above

2. What area of study was your highest level degree in?

* 3. Do you have five years of progressively responsible experience in managing operations in a court or court related organization?

- Yes
- No

* 4. For your job experience that most closely matches this one, please type the job title and your primary responsibilities associated with that job (200 character limit).

* 5. How many staff have you directly supervised at one time?

- None
- 1-2
- 3-6
- 7-12
- 13-15
- 16 or more

* 6. How many staff have you indirectly supervised at one time?

- None
- 1-2
- 3-6
- 7-12
- 13-15
- 16 or more

* 7. Please select the management responsibilities you have held for at least five years.

- staff selection
- training and development
- counseling and coaching
- performance evaluations
- corrective action plans
- compliance with collective bargaining agreements
- sick leave review
- diverse workplace culture
- none of the above

* 8. Briefly describe your experience working with judicial officers, defense attorneys, prosecutors, and other people in the criminal justice system.

*9. Please select the court operation responsibilities you are proficient with:

- court calendar models
- court rules
- bail schedules
- record retention requirements
- juror management system
- electronic case management
- none of the above

* 10. Please select from the following list of Washington state all of the databases you have experience using:

- Judicial Information System (JIS)
- Municipal Court Information System (MCIS)
- District Court Information System (DISCIS)
- Superior Court Information System (SCOMIS)
- Washington Crime Information Center (WACIC)
- Department of Licensing (DOL)
- none of the above

* 11. Since the Seattle Municipal Court is converting paper case files to electronic court files, developing e-citations, and other initiatives; what has been your experience utilizing technology to improve operations?

* 12. In addition to completing the application fields, did you also include a cover letter and resume (either pasted in the resume section or uploaded as attachments)?

- Yes
- No

* 13. Why are you interested in working for the City of Seattle's Municipal Court?

* Required Question