



King County

Invites Applications for the Position of:

District Court Manager

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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: 06/05/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 06/16/14 04:30 PM (GMT -8:00)

SALARY: \$65,478.40 - \$83,345.60 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

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

DIVISION: King County District Court

JOB NUMBER: 2014AM04018

SUMMARY:

The Position:

The Court Manager for King County District Court (KCDC) is a strong, action oriented leader with excellent functional/technical skills who is comfortable around higher management, judges, and attorneys. She/he is responsible for management of daily non-judicial operations at the assigned courthouse. This includes supervising staff, maintaining the master calendar, working with outside stakeholders, performing data analysis and metrics to District Court administration. Work is performed at a professional level with the expectation of independent judgment and decision making.

The current opening is located at the Seattle District Court, however, Court Managers may be assigned to work at one of District Court's locations which include Shoreline, Seattle, Redmond, Bellevue, Issaquah, Burien, Kent (MRJC), or Auburn. The Seattle District Court is staffed by a Court Manager, 2 Court Coordinators and 27 Court Clerks who support 6 Judges.

King County District Court Profile:

KCDC is the largest and most technologically advanced court of limited jurisdiction in the State of Washington. It is currently responsible for processing approximately 200,000 matters per year with 25 judges and approximately 260 employees in 9 locations. KCDC is a leader in many areas involving public safety and access to justice, including the use of problem-solving courts, jail alternative programs, and judge-managed probation services. Thirteen cities contract with KCDC for judicial services.

Additional materials required: A resume, and a letter of interest.

JOB DUTIES:

- Maintain effective working relationships with judges, staff, criminal justice agencies/stakeholders, and the public.
- Assists with and develops new projects and serves on committees as required.
- Responsible for managing assigned court staff and providing recommendations regarding hiring, development, assessment, labor issues, and discipline processes.
- Handles complex issues, questions, sensitive and confidential matters.
- Assists with the formulation and implementation of court policies, rules, guidelines and procedures.
- Prepares the master calendar with judge's assignments and arranges for pro tem judges as required.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Strong leadership and collaboration skills that motivate, engage and develop employees.
- Excellent functional and technical skills to develop policies and procedures that keep the court running efficiently and effectively in compliance with the law.
- Ability to identify and plan for operational challenges derived from other courts and from other government, private, or nonprofit entities.
- Ability to work with diverse groups of people both internally and externally.
- Ability to identify, develop and implement new cost savings and efficiencies that are in line with the Court's and King County's strategic plan, mission and vision.
- 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 education and experience which demonstrates the ability to perform the essential functions of this position.

SUPPLEMENTAL INFORMATION:

Selection Process: Application materials will be screened for qualifications; the most competitive applicants will be invited for one or more panel interviews. Any employment offer will be contingent upon the results of a criminal background investigation and finger printing.

If you have any questions regarding this position, please contact 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.

District Court Manager Supplemental Questionnaire

- * 1. A misdemeanor or felony booking or conviction of any kind may impact your ability to gain access to required Criminal Justice Information Services, which could disqualify you from further consideration. Have you been booked for or convicted of a misdemeanor or felony?

Yes

No

* Required Question