



DISTRICT COURT OPERATIONS DIVISION MANAGER (Job # 5268)

District Court

SALARY RANGE: \$80,788.47 - \$109,111.07 Annually

CLOSING DATE: Must be received by 4:30 p.m., July 25, 2014

NATURE OF WORK

The Operations Division Manager is responsible for helping the Court Administrator accomplish the Court's mission of promoting respect for the law, society and individual rights; providing an open, accessible, and effective forum for the resolution of cases; resolving matters in a just, efficient, and timely manner; and assuring the dignified and fair treatment of all parties. The work involves independent planning, designing and implementation of programs and projects that comply with the Court's policies and legal requirements. The Operations Division Manager has latitude in making decisions regarding work priorities, methods, and workflow, and in interpreting policies and legal responsibilities. The Manager coordinates with individuals within the court and individuals and agencies within the community to ensure the effective and efficient implementation and operation of the programs, projects and services of the court. This position reports directly to the Court Administrator.

ESSENTIAL FUNCTIONS

Serve as part of the District Court Administrative Management Team and assist the Court Administrator in providing leadership, vision, and development of a long-term strategy for effective court services including:

- Assuming responsibilities of the Court Administrator when the Administrator is absent;
- Serving as a member of the District Court five-person Administrative Management Team;
- Maintaining excellent working relationships with judges, administrators, and justice system partner agencies;
- Participating in the recruitment and hiring of new personnel; and
- Performing other duties as assigned by the Court Administrator.

Assist the Court Administrator in representing the District Court as an independent third branch of government including:

- Serving as liaison with law enforcement, members of the local bar, Prosecuting Attorney's Office, Department of Assigned Counsel, Dispute Resolution Center, mediators, and other agencies regarding daily operations of the Operations Division;
- Assisting in the formulation of the Court's position on matters relating to case processing;
- Representing the Court and Court Administrator; and
- Serving as liaison for the Court with various agencies and county and state committees.

Develop and implement a long-term strategy for the effective adjudication of cases including:

- Assisting the Court Administrator in developing and implementing the judicial branch strategic direction as it relates to criminal and civil cases;
- Identifying new technologies for the improvement of case processing, planning and managing their procurement and effective implementation;
- Identifying and proposing innovative strategies;
- Developing operational goals and objectives;
- Developing and implementing effective administrative practices to improve the processing of cases; and
- Providing effective direct leadership to the personnel in the division and indirect leadership to other members of the Court staff.

ESSENTIAL FUNCTIONS CONTINUED

Develop, implement, monitor, and evaluate policies and procedures to ensure the fair, efficient, and effective processing of cases including:

- Developing policies to promote efficiency and compliance with law, state and local court rules, and court policies;
- Reviewing new legislation and state court rules for impact on the Court and the division;
- Drafting and revising procedures, manuals, and forms to implement policies; and
- Coordinating policies with partner agencies and individuals.

Oversee the operations of the division including:

- Planning, organizing, coordinating and managing the daily operations of the division, including daily procedures, calendaring, personnel, case flow, records and exhibit maintenance, and implementation of organizational change;
- Overseeing the critical functions necessary for the operation of the courtrooms, including, but not limited to, calendar preparation, courtroom coverage, jury management, and monitoring case status to ensure compliance with judicial orders;
- Controlling and overseeing the random and systematic assignment of criminal cases to the Judges of District Court, including the consolidation of cases when necessary;
- Coordinating the collection, preparation, and analysis of complex reports and statistics;
- Supervising and evaluating the division supervisors;
- Assisting in training new personnel;
- Developing and leading a vigorous personal development and training program in the division;
- Performing essential personnel management duties within the division;
- Delegating responsibilities within the division and following up on those delegations;
- Developing, documenting, and interpreting court policies in relation to the activities of the division and ensuring that the policies are followed;
- Addressing questions that subordinates cannot answer;
- Receive, investigate and resolve or recommend solutions, to the public's complaints and problems;
- Reviewing performance evaluations, taking disciplinary action when necessary, and reviewing training requests within the division;
- Analyzing workspace requirements for staff and recommending remodeling or modifications as necessary;
- Analyzing technical requirements for the division; and
- Effectively coping with stressful or emergency situations calmly and effectively.

RECRUITING REQUIREMENTS

Bachelors degree in Business Administration, Public Administration or a closely related field with four or more years of demonstrated experience as a criminal justice manager or administrator. Additional education or experience may substitute for the recruiting requirements. Work experience in Washington courts preferred. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of a Pierce County background investigation which includes criminal history (Limited to the last 10 years) is required prior to employment. Individuals who have been convicted of crimes (which includes a deferred sentence) involving dishonesty, fraud, theft, robbery, burglary, assault, homicide, domestic violence, disorderly conduct, drugs, arson, reckless endangerment and crimes of a sexual nature, crimes involving a motor vehicle (including DUI) and crimes against vulnerable adults and/or children within the last ten years *may* not meet the recruiting requirements for this position.

SUPPLEMENTAL QUESTIONNAIRE

Instructions: This questionnaire is part of the examination process and is mandatory. Answer each question on a separate sheet of paper.

1. Describe how your training, education and experience meet the qualifications for this position. Be specific as to positions held, areas and scope of responsibilities, size of organization and other relevant factors that demonstrate your qualifications for this position. Please highlight your experience in personnel management in a union environment, staff development and team building.
2. Describe your experience in policy and procedural development and implementation. Include a description of your role in providing recommendations and implementing these changes.
3. Describe a recent project or task that required an extraordinary effort on your part to accomplish.

APPLICATION AND SELECTION PROCESS

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form, cover letter, resume, and a written response to the supplemental questions listed above by the closing date to the **Pierce County District Court, 930 Tacoma Avenue South, Room 239, Tacoma, WA 98402**. A resume without an application form and supplemental questionnaire is not acceptable.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the Court's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles (approximately six months). Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy twelve paid holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Choice of dental programs which include orthodontic coverage for the employee and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in one of the Washington State Department of Retirement Systems plans. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program which includes legal service access, Deferred Compensation, a Wellness Program, access to a credit union, commute assistance including transit subsidies, a variety of on-going training programs, direct payroll deposit, access to long term disability insurance, and flexible spending accounts.

PART-TIME EMPLOYEES receive pro-rated benefits.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.

Pierce County District Court (253) 798-7788

Human Resources Department (253) 798-7480

Job Information Line (253) 798-7466 TDD: (253) 798-3965

pchumanresources@co.pierce.wa.us <http://www.piercecountywa.org/jobs>

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION.
AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

GENERAL INFORMATION

POSITION FOR WHICH APPLYING: _____ JOB #: _____

Last Name	First Name	Middle Initial
Mailing Address	City	State Zip
Home Phone () -	Work Phone () -	Cell Phone () -
Email Address		

Are you now or have you ever been employed by Pierce County Government? Yes No If yes, complete the following:
Job Title _____ Department _____ Dates Employed _____

Do you have any relatives working for Pierce County Government? Yes No If yes, complete the following:
Name(s) _____ Relationship(s) _____ Department(s) _____

Washington State labor laws restrict some employment from persons under 18 years of age. Are you at least 18 years old? Yes No
If no what is your birth date? _____ / _____ / _____

Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions)
Yes No

VETERANS' PREFERENCE/SCORING CRITERIA

Pierce County complies with applicable laws regarding veterans' preference and/or scoring criteria for veterans honorably discharged from active military service. Proof of veteran status will be required to award veterans' preference/scoring criteria.

Are you a veteran with an honorable discharge? Yes No
Do you claim veterans' scoring criteria? Yes No If yes, complete the following items:
Have you ever obtained employment through the use of veterans' scoring criteria? Yes No
If yes, where _____
Are you retired from military service and receiving veterans' retirement payments? Yes No
All dates of active duty: From _____ / _____ / _____ To _____ / _____ / _____

EDUCATION

Did you graduate from high school or receive a GED certificate? Yes No

Name of college, university, vocational school	Major	Full Years Completed	Title of Degree	Degree Received Yes/No	Credit Hours Earned

Professional Licenses & Certification	Type of License	Issued Yes/No	Issuing State	Number	Expiration Date
					/ /
					/ /
					/ /

EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT AND ANY RELATED EXPERIENCE BEYOND 10 YEARS. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

MOST RECENT EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary	
Total years/months	From	/	/	To	/ /	No. of employees you supervised
Supervisor	Phone ()					
Specific duties						
Reason for leaving or considering change						

OTHER EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary	
Total years/months	From	/	/	To	/ /	No. of employees you supervised
Supervisor	Phone ()					
Specific duties						
Reason for leaving or considering change						

OTHER EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary	
Total years/months	From	/	/	To	/ /	No. of employees you supervised
Supervisor	Phone ()					
Specific duties						
Reason for leaving or considering change						

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation or omission and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation, omission, or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release and hold harmless any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination, including controlled substance testing, if required.

I understand that as a condition of employment I must provide documentation to demonstrate authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

Signature of Applicant

Date