



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE:	Clerk's Judicial Financial Manager	DEPARTMENT:	Thurston County Clerk's Office
CLOSING DATE:	February 27, 2015, 5 p.m.	POSITION #:	05-R-00141
SALARY RANGE:	\$5,342 - \$7,123 / month	FTE:	1.00
EMPLOYMENT TYPE:	Regular Full-Time Employee	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Tawni Sharp	PHONE #:	(360) 786-5743
UNION:	NO		

SUMMARY OF DUTIES:

Manages the financial division of the Clerk's Office and is third in chain of command. Provides administrative support to the Clerk and Chief Deputy Clerk and assumes duties and responsibilities in their absence. Manages all investment activities of the Clerk's trust account. Researches and analyzes investment opportunities to establish and ensure that all funds held in trust and custody of the Clerk are invested at their most effective earnings potential.

Responsible for the Clerk's multi-million dollar financial system, including banking functions and accounts payable/receivable; maintains trust accounts, financial ledgers and reports; prepares quarterly and annual reports and negotiates, implements and monitors banking service relationships.

Manages, evaluates and audits the entry, execution, collection/disbursement of all judgments, writs, and orders of sale, registry liens, court fines, restitution payments, bench warrants, bail and collections. Plans, organizes and supervises the work of subordinates. Supervises accounting records related to payroll, purchasing, inventory and ordering of office equipment and supplies. Manages fixed assets and unclaimed property, approves expenditures and implements adjustments as necessary.

Researches legislative and regulatory changes and ensures the department's compliance with applicable government laws; interprets complex legal procedures; develops recommendations for procedural or policy changes in the financial system as required.

Manages researches and writes department grants; reviews legislation proposed by others, initiates and responds to correspondence and reports and maintains records and forms for statistical purposes and public use.

QUALIFICATIONS:

Bachelor's degree with major coursework in financial management, public or judicial administration, management or related field. Additional experience may be substituted on a year for year basis.

Five years of experience in court administration with at least two years financial management experience and two years of supervisory experience.

Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.

DESIRED SKILLS:

Certification in Public Accounting (CPA). Knowledge of pertinent local, state and federal laws. Knowledge of office and/or record management systems, processes and procedures. Demonstrated ability to interpret policies and procedures and to analyze complex problems. Experience facilitating group processes, including goal-setting, staff motivation, and team leadership.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#)

This position is:

- Eligible for benefits
- NOT represented by a union
- NOT classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume