



King County

Invites Applications for the Position of:

West Division Director

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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: 07/17/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 08/17/15 04:30 PM (GMT -8:00)

SALARY: \$97,843.20 - \$122,865.60 Annually

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

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

DIVISION: King County District Court

JOB NUMBER: 2015AM04869

SUMMARY:

The Position:

The West Division Director for the King County District Court (Court) is a strong and action-oriented individual who possess both politically and organizationally savvy leadership skills, as well as excellent function/technical skills. S/he is comfortable around higher management, including elected judges. S/he is responsible for all of the non-judicial activity that occurs in the West Division, which includes the Seattle and Shoreline Courthouses.

The West Division Director reports to the Chief Administrative Officer, or designee, within the Office of the Presiding Judge and must have the trust and confidence of the West Division Judges. S/he also supervises approximately 45 employees, serves on the Court's Leadership Team and various ad hoc committees.

King County District Court Profile:

King County District Court is the largest court of limited jurisdiction in the State of Washington. The Court is responsible for processing approximately 200,000

matters per year with 25 judges and approximately 260 employees in 9 locations. The Court locations are divided into 3 administrative divisions: South, East and West. The West Division has two courthouse locations: downtown Seattle, at the King County Courthouse, and one in Shoreline, Washington. The West Division is a multi-layered, high-volume court serving an urban population with multiple needs.

The Court 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 the Court for judicial services.

Currently, the Court is replacing its current technology infrastructure with a new case management system. The new system will impact every operational and judicial process in the court. The West Division Director will play a leadership role in the design and implementation of the new system. The Court expects to implement the new CMS by the end of 2016.

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

JOB DUTIES:

- Oversees, supervises, delegates, and ensures all non-judicial staff and functions of the West Division, including but not limited to, case flow, records, juror utilization, facilities utilization, technology use, and the preparation of required reports are handled timely and appropriately.
- Establishes and maintains effective internal working relationships within the Court including the Office of the Presiding Judge, elected judges, directors, management, probation, and clerical staff.
- Establishes and maintains effective external working relationships with attorneys, law enforcement, correctional institutions, private agencies and organizations that work with the Court including the Washington Administrative Office of the Courts.
- Establishes and maintains effective working relationships with contracting cities and participates in intergovernmental management within King County.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Strong leadership and collaboration experience
- Supervisory experience that builds effective teams, motivates, engages and develops employees
- Demonstrated experience in change management
- Experience effectively delegating, and managing for project-based performance
- Experience working in a union environment
- Thorough knowledge of the goals, policies and needs of an urban court system and access to justice issues

- 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 effectively handle ambiguity and to maintain composure under stress and competing priorities
- Ability to build trust, credibility and relationships at all levels of the Court
- Ability to set priorities within a dynamic environment
- Ability to identify and address operational challenges, using a wide range of problem solving strategies from both government and non-governmental sectors
- Ability to work with diverse groups of people both internally and externally
- Ability to provide mandatory court service within budgetary and staffing constraints
- Ability to identify, develop and implement new cost savings and efficiencies that are in line with the Court's and King County's goals, mission and vision
- Bachelor's or Master's Degree in a related field (desired).

OR any combination of education and experience which provides appropriate knowledge, skills, and abilities.

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 questions regarding this position, please contact Human Resources, 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.

West Division Director Supplemental Questionnaire

- * 1. A misdemeanor or felony booking or convictions 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