



# CITY OF SEATTLE

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## Court Clerk Supervisor

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<b>SALARY:</b>	\$25.22 - \$29.36 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Teamsters, Local 763 - Municipal Court
<b>CLOSING DATE</b>	09/15/15 04:00 PM Pacific Time

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### POSITION DESCRIPTION:

Join the Seattle Municipal Court's fast-paced Judicial Operations Team as a **Court Clerk Supervisor**. Part of a team of three that co-leads two administrative specialists coordinating juror services and 20+ clerks producing the official record of the court hearings' events.

The Court has three general trial courts, the jail arraignment calendar, the master jury trial calendar, and four specialty courts (mental health, community court, veteran's treatment court, and domestic violence courts). Candidates with a passion and knowledge of criminal and social justice along with the aptitude to supervise are encouraged to apply.

### JOB RESPONSIBILITIES:

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

- Supervises the daily work, schedules, and activities of Court Clerks and Juror Service's Administrative Specialists.
- Evaluates employee performance through direct observation, review of work product for both productivity and quality of work, completes performance reviews, and counsels or implements discipline where appropriate.
- Maintains and tracks hearing loads and overall management of caseflow matters.
- Monitors daily calendar loads to ensure courtrooms and jury assembly are appropriately staffed.
- Conducts research on judicial activities, assists the Chief Clerk-Director of Judicial Operations and Judicial Operations Manager in courtroom workload analysis, and prepares statistical and other reports for judicial review.
- Oversight and direct involvement with training new employees and for all Court Services employees on new processes and procedures and providing updates on new legislation, rule changes, or organizational changes, etc.
- Assists staff and customers with difficult situations and processes; facilitates resolution to conflicts with staff and/or customers, deals with and resolves problems from upset and angry customers.
- Reviews, analyzes, and revises work assignments and procedures to increase the efficiency of the work units.

- Supervises out-of-court functions of the Jury Coordinator such as: juror summoning, check-in, and orientation; and Court Clerk such as: preparing court calendars, locating paperwork, responding to emails and other correspondence, filing, managing digital record and logs.
- Partners with Court Technology on modifications and enhancements to Court's in-house database system, MCIS, and electronic case files.
- Performs duties of subordinate employees as necessary including courtroom clerk coverage, juror services coverage, or acts as the Judicial Operations Manager when absent.

## **QUALIFICATIONS:**

### **Required:**

- Requires 1 year of experience as a Court Clerk or other similarly related experience (or a combination of education, training, and/or experience which provides evidence of the ability to perform the work of the class).
- Experience using Microsoft Office applications like Outlook, Word, and Excel
- Excellent communication, observation, and problem solving skills.

### **Desired:**

- Prefer Bachelor's degree in Criminal Justice, Liberal Arts, or related field of study.
- Prefer 1 year of supervisory or lead worker experience that includes hiring, training, scheduling, coaching, and corrective action.
- Prefer at least 3 years of Criminal Courtroom Clerk experience maintaining court records.
- Prefer familiarity with electronic case files and jury coordination.
- Prefer knowledge and proficiency at navigating and entering information into MCIS.
- Demonstrated ability to establish and maintain effective working relationships with judicial officials, co-workers, criminal justice partners, and the public.
- Demonstrated ability to work in close contact with persons who are mentally ill or who have physical illness.

## **ADDITIONAL INFORMATION:**

If selected, must:

- Join the Teamster's Local 763 Supervisor's union within 30 days of employment
- Pass criminal history background check
- Pass WSP ACCESS II certification within 6 months of hire.

For more information on the Seattle Municipal Court visit: [www.seattle.gov/courts](http://www.seattle.gov/courts). For questions about this recruitment please contact Sr. Personnel Specialist, Kristy Hulverson, 206-233-7201.

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2015-01130

<http://www.seattle.gov/jobs>  
COURT CLERK SUPERVISOR  
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 5500  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



**The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.**

## Court Clerk Supervisor Supplemental Questionnaire

\* 1. Which type of court have you worked for? (Please select all that apply.)

- ☐ I have not worked for a court.
- ☐ Municipal
- ☐ District
- ☐ County
- ☐ Superior
- ☐ Court of Appeals
- ☐ Supreme

\* 2. Select the best answer to describe your years of experience as a Court Clerk.

- ☐ No experience
- ☐ Between 1 and 12 months
- ☐ Between 1 and 2.5 years
- ☐ Between 3 and 5 years
- ☐ Over 5 years
- ☐ Over 10 years

\* 3. Select the best answer to describe your years of experience as a supervisor or lead worker.

- ☐ No experience
- ☐ Less than 12 months
- ☐ Between 1 and 2.5 years
- ☐ Between 3 and 5 years
- ☐ Over 5 years
- ☐ Over 10 years

\* 4. Please indicate the number of employees you lead or supervised (numeric value only).

\* 5. Please select your highest level of education completed.

- ☐ High School Diploma/GED
- ☐ Some College
- ☐ Associates Degree
- ☐ Bachelors Degree
- ☐ Masters Degree
- ☐ Doctorate Degree
- ☐ None of the above

\* Required Question