



CITY OF TACOMA
invites applications for the position of:
**Court Operations
Supervisor**

An Equal Opportunity Employer

SALARY

Annually
\$75,067.20 - \$96,241.60

OPENING DATE: 06/20/16

CLOSING DATE: 07/11/16 05:00 PM

**POSITION
DESCRIPTION:**

The City of Tacoma Municipal Court is seeking a full-time Court Operations Supervisor to perform duties related to the daily operations of the Municipal Court. An employee in this classification assists in the management of activities of a large unit of clerks by organizing, preparing, and implementing work schedules and staff assignments pursuant to Court needs. Duties include, but are not limited to management responsibilities involving public contact, payroll records, maintenance and operation, and Court personnel. Work is performed pursuant to the direction of the Presiding Judge and the Court Administrator and requires the ability to efficiently and effectively supervise employees, work flow, and problem solving within prescribed guidelines.

Essential Duties:

- Supervise the clerical operation and work flow of the Municipal Court; assist in controlling expenditures, direct a large group of clerical personnel, handle operational and routine personnel problems.
- Assist in the establishment of working procedures to process all City ordinance violations; assure proper application of procedures with areas of responsibility.
- Assist the Presiding Judge and the Court Administrator in determining effective caseload management techniques.
- Train clerical staff and evaluate their work performance; make recommendations on disciplinary action to the Court Administrator as required.
- Assume responsibility for the account records for court bails, fines and the court trust fund; assist cashiers and other clerical personnel as required.
- Supervise deferred time payments.
- Maintain and update procedural manuals.
- Perform related work as required.

City of Tacoma Recruitment

One of the primary goals of the Equity and Empowerment Initiative is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

QUALIFICATIONS: Completion of four years of college with a major in business or related field.

AND

Four years of progressively responsible experience in a court setting, or any combination of education and experience which provides the required knowledge, abilities and skills of the position.

DESIRABLE QUALIFICATION: Bachelor's degree in Criminal Justice.

Due to the confidential nature and demands of the position, appointment is subject to passing a background check. Fingerprinting must be completed within the first 30 days of employment.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid Washington State Driver's license at time of application with maintenance thereafter.

KNOWLEDGE & SKILLS:

- Laws, regulations and procedures of the Municipal Court
- Modern office practices, procedures and general clerical routine
- The principles and practices of office management, financial accounting and management controls
- Thorough working knowledge of all aspects of case processing activity
- Thorough knowledge of work related codes, laws and legal terminology
- Working knowledge of Washington State on-line automated District and Municipal Court Information System (DISCIS)
- Working knowledge of community resource and referral programs and how they interface with and affect the Court

SELECTION PROCESS & SUPPLEMENTAL INFORMATION:

Interested individuals should **apply online and attach** a detailed resume and cover letter describing your experience, training, and expertise as it relates to the responsibilities of this position. NOTE: Applications received without the required resume and cover letter will not progress in the selection process.

Applicants who have the strongest backgrounds related to the responsibilities of this position will be invited to participate in the interview process. Appointment is subject to passing a background check.

Communication from the City of Tacoma:

We primarily communicate via email during the application process. Emails from cityoftacoma.org and/or governmentjobs.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk email folders.

The online application system requires you to enter a substantial amount of information. Be prepared to spend at least an hour entering information. In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

For assistance with the NEOGOV application process, or questions regarding this job announcement, call the Human Resources office at

(253) 591.5400 before 5:00 pm of the closing date of the job announcement.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department

747 Market Street

Tacoma, WA 98402-3764

253-591-5400

kflores@cityoftacoma.org

Job #4308-16

COURT OPERATIONS SUPERVISOR

KF

An Equal Opportunity Employer

Court Operations Supervisor Supplemental Questionnaire

- * 1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your application. Do not indicate "see resume" or copy unrelated content from your resume when answering these questions. Answer all information requested in each question. Failure to do so may result in rejection of your application.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Yes No

- * 2. Do you have four years of college with a major in business or related field and four years of progressively responsible experience in a court setting, or any combination of education and experience which provides the required knowledge, abilities and skills of the position.

Yes No

- * 3. A desirable qualification for this position is a degree in criminal justice. Do you hold a degree in criminal justice?

Yes

No

- * 4. Describe how your training, education and experience meet the qualifications for this position.

- * 5. Describe your familiarity with JIS and court case processing.

- * 6. Describe your experience in a supervisory position. How many people have you supervised and for how long?

- * 7. Describe your experience developing and working within a budget.

- * 8. Describe your experience in JIS accounting and reporting.

- * 9. Describe your level of experience in handling public record requests.

- * 10. Describe your experience with court technology. What programs are you familiar with?

- * 11. Please tell us how you learned about this job opening.

Job Interest Card notification

- Internet search
- Professional organization
- Community organization
- Military organization
- Union job posting
- City of Tacoma employee
- Online job board posting
- Word of mouth
- Other

* 12. Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

* Required Question