



King County

Invites Applications for the Position of:

Senior Training Coordinator

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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: 10/27/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 11/11/16 04:30 PM (GMT -8:00)

SALARY: \$29.82 - \$37.80 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2016JF06227

SUMMARY:

SUMMARY: The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

WHO MAY APPLY: This position is open to all qualified candidates that meet the minimum qualifications. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply.

WORK LOCATION: This position will be based primarily at the Juvenile Youth Services Center, 1211 East Alder Street and will provide training and attend meetings at our other locations including the King County Courthouse, 516 3rd Ave., Seattle WA 98104 and 401 4th Ave. N., Kent, WA 98032.

WORK SCHEDULE: This position is overtime eligible, 40 hours/week, Monday through Friday.

MATERIALS REQUIRED: A resume, letter of interest and answers to the supplemental

questions are required in addition to your application. The Letter of Interest should detail your background and describe how you meet or exceed the requirements listed in this job announcement. (This will be used as a writing sample).

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact information: Please direct questions about this position to Teresa Bailey at 206-477-0768. If you have questions about the recruitment process please direct those to Joy Fernandes at 206 477-0774.

JOB DUTIES:

DJA is seeking a Training Coordinator to focus on designing and developing training programs and materials and providing training for DJA staff. The incumbent will build a training curriculum for the implementation of DJA's new case management system as well as develop training on current and future DJA systems and processes. The Training Coordinator will work with one other Training Coordinator to participate in the department's strategic planning and will be responsible for proactively developing an annual department training plan for new and existing employees. The training programs to be offered will include leadership, technical, and skill based training. The incumbent will also provide "train the trainer" sessions to DJA employees responsible for training other employees on a variety of subjects.

The Training Coordinator will also consult with managers, supervisors, and employees on personal development planning. The person selected for this position will be assigned a variety of tasks including but not limited to those listed:

- Conduct training needs analysis to gather information and target training for new and existing employees at all levels of the organization.
- Plan, develop, coordinate, promote, schedule and conduct training programs.
- Consult with employees and supervisors to generate personal development plans and locate off-site, online, and in person educational opportunities.
- Conduct "train the trainer" sessions.
- Create yearly workplans that strategically and proactively address the department-wide training needs.
- Create, update and organize training materials
- Develop metrics to evaluate the effectiveness of training efforts via evaluations, surveys and other methods; recommends and implements process/training improvements.
- Provide periodic reports and analysis of training activities and outcomes.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

A Bachelor's degree in a related field of study, including but not limited to public administration, court administration or criminal justice or any combination of training and experience that would likely provide the required knowledge and abilities to be successful in this position.

- Demonstrated ability to produce high quality training materials
- Minimum of three years of progressively responsible management and/or training experience.
- Demonstrated ability to be effective in group settings as a facilitator.
- Demonstrated ability to solve problems by being collaborative, creative and analytical
- Knowledge of techniques and strategies in conducting needs and tasks analysis.

- Knowledge of the construction of valid learning assessments.
- Basic team-building skills.
- Demonstrated ability to effectively present information to large groups
- Strong organizational skills
- Strong time management skills
- Conflict-resolution skills
- Understands the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace.
- DJA relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS: This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks. Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

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.

Senior Training Coordinator Supplemental Questionnaire

- * 1. Please describe a specific accomplishment you've achieved in a previous position that indicates that you will thrive in this position.
- * 2. Please describe a training that you were responsible for designing and delivering. Include information about the number of people being trained, the training content and the presentation tools you used during the training.
- * 3. How have you used feedback from your training sessions to improve future training sessions?
- * 4. Please tell us about a time when you had to provide training on a subject that was new to you.
- * Required Question