



THURSTON COUNTY
invites applications for the position of:

Superior Court Program Manager - COVID19 Response

SALARY: \$6,073.00 - \$8,098.00 Monthly

OPENING DATE: 03/01/22

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

Please note - Based on the Washington State Supreme Court Order 25700-B-669 and policy adopted by the Superior Court Board of Judges on September 7, 2021, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

****This employment opportunity has been reopened and will remain open until filled. Thurston County's Superior Court reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible.****

Thurston County Superior Court is hiring a COVID-19 Program Manager to join their active and dynamic Management Team. The successful candidate will work with the Court Administrator and Board of Judges to manage all COVID-19 related projects.

****This position is anticipated to last through December 31, 2023****

The Superior Court Board of Judges recognizes that telework can improve job satisfaction and efficiencies for some Court positions. This position is available for a hybrid telework schedule, as agreed to by management.

As the Court's COVID-19 Program Manager, you will manage, coordinate, and provide high level administrative oversight, project management, and recommendations and guidance for the Superior Court's COVID-19 Response. Responsibilities include supporting Court operations to address the backlog of family, civil, and criminal court cases, including jury trials, while providing for facilities and personnel needs and ensuring compliance with public health measures.

Responsibilities may include, but are not limited to, the following:

- Planning and design of court operations, policy and procedure development, identification of short and long range goals, budget development associated with the COVID-19 response needs of the court, procurement, distribution of personal protection equipment, and guidance and recommendations for best practices for employees, jurors, trials, and court hearings.
- Reviewing and communicating guidelines and best practices for COVID-19 response from Public Health and other health entities.
- Assisting in the smooth transition of modifications to court operations in response to new public health recommendations.
- Developing/implementing technology, operations plans, and policies/procedures for adherence to changing COVID-19 protocols.
- Extensive work with Judicial Officers and Superior Court Administrator as well as other elected officials, attorneys, and the public court users.

QUALIFICATIONS:

- Bachelor's degree in a field closely related to the specific position. Additional experience may be substituted for education on a year for year basis.
- Four years of progressively responsible experience related to public program and policy development. Demonstrated competence in the principles and practices of public policy development and administration. Also must be able to demonstrate competency in supervising personnel involved in program implementation and in establishing and controlling budgets.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation.
- Ability to efficiently use a personal computer and applicable software to successfully perform the essential job functions of the position.
- Depending upon the area of assignment, a specialized certification or accreditation may be required of the position.

DESIRED SKILLS:

- Master's degree in social services, public administration, court administration, project or systems management, or a field closely related to the specific position.
- Extensive knowledge of current principles and practices relating to planning, project management, public policy development and implementation.
- Ability to create innovative programs and projects.
- Strong leadership and management skills.
- Excellent communication skills, both verbal and written.
- Strong project management, organizational and prioritization skills.
- Critical thinking skills focused on identifying organizational challenges and opportunities, along with the ability to implement appropriate solutions.
- Ability to establish and maintain effective working relations with elected officials, staff, and the community.
- Ability to quickly assess problems and act to positively resolve conflicts.
- Ability to interpret and apply policies, regulations and laws to complex issues.
- Developing/implementing technology and policies/procedures for adherence to rapidly changing COVID protocols. Extensive work with Judicial Officers and Superior Court Administrator as well as other elected officials, attorneys, and the public court users.
- Experience in and knowledge of State Court operations.

OTHER POSITION RELATED INFORMATION:

Questions about this position?

Please contact: Judge Mary Sue Wilson, 360-786-5560

This position is:

- NOT represented by a Union
- NOT eligible for overtime under the Fair Labor Standards Act (FLSA)
- Eligible for benefits
- Contingent upon passing a background investigation

Items required for consideration:

- Application
- Resume
- Letter of Interest
- Supplemental Questions

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5498

Position #06R01634
SUPERIOR COURT PROGRAM MANAGER - COVID19
RESPONSE
GC

Superior Court Program Manager - COVID19 Response Supplemental Questionnaire

- * 1. Have you ever been convicted of a crime?
☐ Yes
☐ No
- * 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.
☐ Yes ☐ No
- * 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?
☐ Yes ☐ No
- * 4. Do you have any civil adjudicative proceedings or criminal charges pending?
☐ Yes ☐ No
- * 5. If you answered YES to any of the questions above, please explain below. If you answered NO to ALL the questions above, please type N/A.
- * 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.
☐ YES

☐ NO

* Required Question