



**PIERCE COUNTY**  
invites applications for the position of:

## **District Court Manager of Operations**

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**SALARY:** \$46.82 - \$63.24 Hourly  
\$97,392.18 - \$131,535.67 Annually

**OPENING DATE:** 03/31/22

**CLOSING DATE:** 04/24/22 11:59 PM

**DESCRIPTION:**



**Why It's a Great Opportunity:** This is an exciting opportunity in District Court to help lead Washington State's second largest District Court. In this role you will be able to make a difference in people's lives every day. You will be able to use your expertise to make a positive contribution to our community. Working for Pierce County District Court as part of the District Court Administrative Management Team, the Manager of Operations assists the Court Administrator in providing leadership, vision, and development of a long-term strategy for effective court services. As the Manager of Operations you will lead a large team of highly-motivated, innovative, and engaged employees working together to provide accessible and effective solutions for the resolution of cases.

**Why It's a Great Department:** The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties. Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$100,000
- Small claims for recovery of money not to exceed \$10,000
- Name changes
- Anti-harassment protection orders
- Stalking protection orders

**How to be Successful in the Role:** The Manager of Operations is responsible for helping the Court Administrator accomplish the Court's mission of promoting respect for law, society and individual rights; providing an open, accessible, and effective forum for the resolution of cases; resolving matters in a just, efficient, and timely manner; and assuring the dignified and fair treatment of all parties.

The Manager is responsible for the independent planning, designing and implementation of programs and projects that comply with the Court's policies and legal requirements. This work involves originating new policies and techniques to deal with the many complex duties of this office; along with the coordination of these duties and functions through subordinates.

**Your Future in this Role:** The Operations Division Manager has latitude in making decisions regarding work priorities, methods, workflow, and in interpreting policies and legal responsibilities. The Manager coordinates with individuals within the court, and individuals and agencies within the community to ensure the effective and efficient implementation and operation of the programs, projects and services of the court. The Manager leads the division staff and manages the resources allocated to their mission. The Manager constantly monitors the operations of the division to develop better ways to achieve the Court's mission. This position reports directly to the Court Administrator and assumes the responsibilities of the Court Administrator when the Administrator is absent.

**Core Daily Responsibilities:**

- Assisting in the formulation of the Court's position on matters relating to case processing.
- Representing the Court Administrator or the Court, or serves as liaison for the Court, on various agencies and county and state committees.
- Assist the Court Administrator in developing and implementing the judicial branch strategic direction as it relates to criminal and civil cases.
- Identifying and proposing innovative strategies.
- Developing operational goals and objectives.
- Reviewing new legislation and state court rules for impact on the Court and the Operations Division.
- Planning, organizing, coordinating and managing the daily operations of the Operations Division, including daily procedures, calendaring, personnel, case flow, records and exhibit maintenance, and implementation of organizational change.
- Coordinating the collection, preparation, and analysis of complex reports and statistics requiring thorough knowledge of the Operations Division operations, procedures and regulations;
- Supervising and evaluating the Operations Division supervisors and assisting in training new personnel;
- Developing and leading a vigorous personal development and training program in the Operations Division;

**A classification description with a more detailed list of essential functions and knowledge, skills, and abilities can be found [here](#).**

**POSITION SUMMARY:**

**QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Public Administration or a closely related field with;
- Four or more years of demonstrated experience as a criminal justice manager or administrator.
- Additional education or experience may substitute for the recruiting requirements.
- Work experience in Washington courts preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

- Must possess a valid Washington State Driver's License, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.

- Successful completion of a Pierce County background investigation which includes criminal history (limited to the last 10 years) is required prior to employment.

## **SUPPLEMENTAL INFORMATION:**

### **To be considered for this opportunity please:**

- Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: [www.piercecountywa.org/jobs](http://www.piercecountywa.org/jobs).
- Attach a cover letter, resume, and list of professional references to your employment application.
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed.

Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

At Pierce County, diversity, equity, and inclusion means commitment, not a single step. We strive to foster an inclusive environment that supports equitable access to opportunities throughout your career. We want to recruit, develop, and maintain a talented workforce from various backgrounds, cultures, lifestyles, and perspectives, committed to our vision.

Employees of the County have local, direct, and visible impact in our diverse community. Will you join us in keeping Pierce County a great place to live, work, and raise a family?

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.piercecountywa.org/jobs>

Position #22 - DC Ops Mgr  
 DISTRICT COURT MANAGER OF OPERATIONS  
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Pierce County Human Resources  
 2401 S 35th St, Rm 121  
 Tacoma, WA 98409  
 (253) 798-7480  
 For Sheriff's Department positions: 253-798-6250

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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## **District Court Manager of Operations Supplemental Questionnaire**

- \* 1. In order to be considered you must attach a cover letter, resume, and list of professional references to your employment application. Did you attach these documents?
- ☐ Yes  
☐ No
- \* 2. After closely reviewing this job announcement, why do you believe you would be an

outstanding candidate for this opportunity?

\* 3. How did you hear about this opportunity? (HRTM)

- ☐ Pierce County Website
- ☐ governmentjobs.com
- ☐ Indeed
- ☐ LinkedIn
- ☐ Glassdoor
- ☐ Other Website
- ☐ Job Fair
- ☐ Pierce County Employee
- ☐ Other

4. If you chose Other, Pierce County Employee, or Other Website, please provide details (name, site, etc). (HRTM)

\* Required Question