

CITY OF TACOMA
invites applications for the position of:

Management Analyst II - Courts

An Equal Opportunity Employer

SALARY

Annually
\$74,256.00 - \$95,201.60

OPENING DATE: 06/08/22

CLOSING DATE: 06/27/22 05:00 PM

POSITION

DESCRIPTION:

The City of Tacoma Municipal Court is seeking a full-time Management Analyst II to join their team. Under limited direction of the Presiding Judge and Court Administrator, this position serves as a highly skilled and experienced Project manager to lead and assist in the court's paperless project which impacts both internal staff, as well as external citizens and the community as a whole. This position defines goals and objectives for the project, makes recommendations to help build a project team, assists in developing a project timeline, assists in developing and managing a project schedule, assists in identifying and managing project resources and regularly reports to the Presiding Judge and Court Administrator on project progress, recommendations for changes to processes and procedures, as well as, providing project analysis related to project implementation, progress and effectiveness of program components. This position will act as a liaison between the court and the technology vendor, serving as a subject matter expert on matters that are complex and have a significant impact to the organization, as well as to external customers, and will coordinate project activities, clearly identify tasks and assignments, participate in all stages of project development and implementation, act as a staff lead, assist the Court Operations Supervisors.

WHY WORK FOR THE CITY?

The City of Tacoma is nestled along the shores of Commencement Bay in Washington State and offers many community parks, miles of beautiful waterfront, hiking & biking trails, golf courses, museums, and a world-class zoo with an aquarium. Tacoma also serves as a gateway to some of the most magnificent natural wonders in the world, such as Puget Sound, Mount Rainier National Park and the Olympic Peninsula.

The City of Tacoma provides excellent medical, dental and vision benefits for the whole family; paid holidays and personal time off; participation in Tacoma's Public Employees' Retirement System and a growing variety of City-sponsored health and wellness opportunities.

For more information on the City of Tacoma's benefit package feel free to explore [City of Tacoma Benefits](#).

City of Tacoma Commitment to Diversity and Inclusion

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of our goals 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:

Desired Qualifications:

- Bachelor's Degree; relevant work experience can substitute for degree on a year-for-year basis
- 3 years of experience researching and analyzing policies, laws, rules, or regulations; data management and reporting, and/or business process analyses
- Project management experience preferred
- Understand current computer technology which includes data based environments as well as Microsoft Office environments preferred
- Two years of increasingly responsible court-related experience preferred

Appointment is subject to passing a background check and fingerprinting.

KNOWLEDGE & SKILLS:

- Policies, procedures and practices of the Municipal Court
- Community resource and referral programs and their application to the Court
- City, County and State agencies and offices involved in court-related activities
- City ordinances and State laws and regulations
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Operation of a computer terminal
- Oral and written communications skills
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

SKILLS:

- Manages all aspects of the project with technology vendor and all levels of court staff

- Identify and help manage resources through heavy budget involvement and analysis
- Build and lead a project management team
- Manage project timeline and schedule
- Operate a variety of standard office machines and equipment
- Communicate effectively both orally and in writing
- Maintain accurate records
- Establish and maintain cooperative and effective working relationships with others
- Lead and train all levels of court staff
- Work closely with all court-related stakeholders
- Research and analyze data applicable to the project

SELECTION PROCESS & SUPPLEMENTAL INFORMATION:

Interested individuals should apply online and **attach a detailed resume and cover letter describing their responsibilities as it relates to this position.**

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

The online application system requires you to enter a substantial amount of information. Be prepared to spend a minimum of one hour entering the required information. While completing the application and answering the supplemental questions please be sure to save your work every 20 minutes to ensure that your information is not lost. 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.

The City of Tacoma believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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, questions regarding this job announcement, or if you are experiencing complications while applying, please contact the Human Resources

office at (253) 591.5400 by 4:00 pm of the closing date of the job announcement. This will allow us to assist you before the job announcement closes.

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

Job #1120-22V

MANAGEMENT ANALYST II - COURTS

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An Equal Opportunity Employer

Management Analyst II - Courts Supplemental Questionnaire

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

- ☐ Job Interest Card notification
- ☐ Internet search
- ☐ Professional organization
- ☐ Military organization
- ☐ Union job posting
- ☐ City of Tacoma employee
- ☐ Online job board posting
- ☐ Word of mouth
- ☐ LinkedIn
- ☐ SEED
- ☐ TTEP (Tacoma Training and Education Program)
- ☐ Indeed
- ☐ Facebook
- ☐ Instagram
- ☐ Careers in Government
- ☐ Government Jobs
- ☐ NWPPA
- ☐ Outreach Event

* 2. 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