



**CITY OF RENTON**  
invites applications for the position of:  
**Court Services Supervisor**

An Equal Opportunity Employer

**SALARY:** \$7,032.00 - \$8,565.00 Monthly  
\$84,384.00 - \$102,780.00 Annually

**OPENING DATE:** 01/20/23

**CLOSING DATE:** 02/08/23 11:59 PM

**UNION AFFILIATION:** Non-Represented

**DEPARTMENT:** ES - City Clerk

**JOB DESCRIPTION:**

Join the City of Renton's Judicial team! We are recruiting for a Court Services Supervisor who will oversee individuals and tasks by managing employee performance as well as plan and coordinate activities and operations associated with the Municipal Court. This position is eligible for a telework arrangement, based on the operational needs of the court.

Working for the City of Renton comes with an excellent benefits package, including:

- Deferred compensation with the City contributing 4% of the employee's salary
- Medical, dental, vision and life insurance at affordable rates
- Paid leave for vacation, sick, eleven holidays and two "personal" holidays a year
- State of Washington Department of Retirement Systems Public Employee Retirement Systems (PERS) plan enrollment

**SUPERVISION:**

Reports To: Judicial Administrative Officer

Supervises: Judicial Specialists

**ESSENTIAL FUNCTIONS:**

- Supervise the day-to-day judicial operations for the Judicial Branch.
- Maintain and track hearing caseloads and overall management of caseload matters.
- Monitor daily calendar caseloads to ensure courtrooms are appropriately staffed.
- Conduct research on judicial activities, assist the Judicial Administrative Officer on courtroom workload analysis, and prepare statistical and other reports for judges as requested.
- Supervise out-of-court functions of the Judicial Specialists such as preparing court calendars, locating paperwork, responding to emails and other correspondence, filing, and managing digital record and logs.
- Collaborate with IT on modifications and enhancements to Court's case management systems, and electronic case files.
- Assist with and develop new technology projects in collaboration with IT.
- Assist with the creation and implementation of court policies, rules, guidelines, and procedures.
- Establish and maintain effective working relationships with judges, court employees, criminal justice partners, and the public. Deescalate situations with emotionally distraught, irate, and combative individuals.
- Assist with complex issues, questions, and sensitive, confidential matters.

- Evaluate employee performance; conduct consistent staff and 1:1 check in meetings with direct reports.
- Coordinate the hiring and onboarding of new employees.
- Delegate, review and ensure timely completion of duties of assigned staff.
- Assist in the development and communication of department goals that support the City's Mission and Business Plan.
- Train staff; set specific and measurable standards and goals.
- Evaluate the Municipal Court functions to improve service, productivity, and efficiency, and assist with resolution of work-related complaints and issues that cannot be addressed by staff.
- Comply with and administer City policies.
- Contribute to an environment of teamwork and respect.
- Foster a culture of equity and inclusion by welcoming and meeting the diverse needs and perspectives of groups and individuals.
- Make recommendations regarding discipline or termination.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance.
- Perform other duties as assigned.
- May be assigned to support City priorities during emergencies.

*To review a complete job description please click [here](#).*

### **EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:**

- Bachelor's degree in Criminal Justice, Liberal Arts, or related field.
- Minimum 3 years of increasingly responsible municipal court clerk experience.
- Or minimum 7 years of relevant education and experience.
- 1 year supervisory or lead experience or demonstrated leadership experience.
- Successful passing of a required background check and credit check.
- Successful passing of a required national fingerprint-based records check.

### **PHYSICAL DEMANDS:**

- Move throughout City facilities and buildings.
- Operate a computer and other office equipment.
- Communicate with City employees and residents.
- Lift or move items weighing up to 20 pounds on occasion.

### **WORK ENVIRONMENT:**

- Work is performed in a typical office environment.
- Noise level indoors is moderately quiet.
- Exposure to hostile and belligerent customers.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

### **Telework Program**

The City of Renton supports workers performing in a hybrid capacity (partial telework/in-office) where job responsibilities can be performed remotely. This position may be eligible for a telework arrangement, working certain days/times remotely, based on the operational needs of the City and specific Department. Regardless of job title or telework arrangement, City of Renton employees must reside in Washington State and within a reasonable distance to their worksite to respond to workplace reporting requirements.

**SELECTION PROCEDURE:**

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community. For more information about the City of Renton, please visit the following website: [Why Renton](#).

The City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including candidates' names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the screening of applications. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application.

**Communication from the City of Renton:**

We primarily communicate via e-mail during the application process. E-mails from [rentonwa.gov](mailto:rentonwa.gov) and/or [governmentjobs.com](mailto:governmentjobs.com) should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders. We also communicate via text and encourage you to sign up for text alerts when completing your job application.

**Recruitment Process:**

The screening process will include a review of minimum qualifications and applicants selected for an interview will be invited via email to self-schedule a time through the Government Jobs account. At minimum, this position will be subject to a standard criminal background check and professional reference check. This position requires accessing areas that contain Criminal Justice Information Systems (CJIS). For that reason, this position is also subject to a national fingerprint-based records check.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.rentonwa.gov/jobs>

Job #23-00024  
COURT SERVICES SUPERVISOR  
KR

OUR OFFICE IS LOCATED AT:  
1055 South Grady Way  
Renton, WA 98057  
425-430-7650  
[kgilman@rentonwa.gov](mailto:kgilman@rentonwa.gov)

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**Court Services Supervisor Supplemental Questionnaire**

- \* 1. Why are you interested in this position with the City of Renton?
- \* 2. Do you possess a Bachelor's degree in Criminal Justice, Liberal Arts, or related field?  
☐ Yes   ☐ No
- \* 3. How many years of municipal court experience do you possess in maintaining, processing and auditing court records?  
☐ No experience  
☐ Less than three (3) years of experience  
☐ Three (3) to five (5) years of experience  
☐ Five (5) to seven (7) years of experience  
☐ More than seven (7) years experience
- \* 4. How many years of municipal court experience do you possess in planning, developing, and evaluating court policies and procedures?

- ☐ No experience
  - ☐ Less than three (3) years experience
  - ☐ Three (3) to five (5) years experience
  - ☐ Five (5) to seven (7) years experience
  - ☐ More than seven (7) years experience
- \* 5. How many years of experience do you possess with IT project management as it relates to municipal court software?
- ☐ No experience
  - ☐ Less than three (3) years experience
  - ☐ Three (3) to five (5) years experience
  - ☐ Five (5) to seven (7) years experience
  - ☐ More than seven (7) years experience
- \* 6. Please briefly summarize your relevant work experience in the areas above (maintaining court records, developing court policies and procedures, and court IT project management).
- \* 7. Do you possess one year of supervisor, lead, or demonstrated leadership experience where you have been responsible for guiding and influencing others?
- ☐ Yes   ☐ No
- \* 8. If you answered 'yes' to the question above, please describe any work experience you have in a supervisor or leadership role. If you answered 'no', please write N/A.
- \* 9. Thank you for your interest in joining the team at the City of Renton. You will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration.

**Have you read and understood the information listed above?**

☐ Yes   ☐ No

\* Required Question