



County Clerk/Director, Department of Judicial Administration

DEPARTMENT: KCSC - Superior Court

DIVISION: Administration

SALARY: \$181,764.72 - \$229,628.16 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Appointed

CLOSING DATE: 03/26/23 11:59 PM

SUMMARY:

King County Superior Court has an exciting executive leadership opportunity to support one of the nation's largest trial courts, serving the country's 12th most populous county. Located in the beautiful Pacific Northwest, King County Superior Court is nationally recognized for innovation. The County Clerk, also known as the Clerk of the Superior Court and the Director of the Department of Judicial Administration, directs, plans, organizes, and administers the business and operations of the Department of Judicial Administration (DJA), which is an Executive Branch Department of 230 employees. This position plays a key role in the efficient and effective operations of the Court.

We are seeking candidates with exceptional executive leadership, critical thinking, and analytical skills, who exhibit political savvy and integrity. This position is critical in supporting the needs of the Department as well as King County Superior Court with creativity, innovation, strong customer service, and a technology-forward focus. The most competitive candidates place a high value on a diverse workforce, efficient and effective operating principles, and collaboration and team building.

The Clerk of the King County Superior Court is responsible for:

- Fulfilling the duties described in the King County charter and responsibilities defined by Washington State laws and court rules.
- Representing King County's needs to the state and other elected officials on various issues related to clerk duties.
- Overseeing the department's operating budget and managing the Clerk's trust fund.
- Maintaining the records and financial matters of Superior Court cases, and

- Advising the Presiding Judge of the Court and the Chief Administrative Officer on matters of importance to the court.

This position has direct supervisory responsibilities for a deputy director, 6 division directors, and two program managers and reports to the Chief Administrative Officer of the King County Superior Court.

JOB DUTIES:

Establish the Department's long-term vision, implement organizational strategic planning and goal setting, and develop annual and multi-year work plans and strategies to accomplish an annual work plan.

Ensure expedient public access to court records per applicable laws and court rules; protect the records that are sealed and confidential per statute, court rule, and court order; provide customer services to the public who contact the department daily through a variety of means. Represent King County in statewide associations of county officials and county clerks to assist with developing proposed legislation and coordinate practices to provide statewide consistency. Interact with state-level department representatives and state and county-wide elected officials across the state on various issues related to clerk duties. Represent the Department of Judicial Administration/County Clerk in meetings with elected and/or appointed officials and other levels of court and county entities.

Direct court-related programs working with internal King County departments and stakeholders.

Develop and maintain a quality workforce to meet the Department's mission and goals.

Develop and administer policies and procedures to ensure work is done efficiently and complying with relevant rules.

Direct the department's fiscal operations, including grant and program funds and the operating budget. Develop, submit, and monitor departmental budget requests, and establish and maintain fiscal controls that conform to County standards. Manage the King County Superior Court Trust Fund by receiving, investing, distributing funds, and collecting fees and fines.

Oversee maintenance and the continuing upgrade of an enterprise system that manages the electronic records of court cases.

Develop and manage case-flow models, calendaring/scheduling formats for legal case hearings, statistical reporting instruments, and provide data and statistical reports. Analyze causes of case delays and develop improved case calendaring methods and forecasting trends related to case filings and disposition. Participate in policy development related to case management, scheduling, and proposed legislation at Washington State and County levels.

Provide leadership and direction to division directors, program managers, and staff members to ensure an efficient organization's continued development and management. Direct the selection and development of departmental employees. Set performance standards and conduct performance evaluations. Provide adequate training and cross-training opportunities.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Demonstrated experience to simultaneously manage multiple projects in a fast-paced environment and meet deadlines.
- Demonstrated experience and skills in managing diverse teams including motivating and developing employees, supporting professional development, coaching, and mentoring, setting clear expectations, and providing constructive feedback.
- Demonstrated ability to lead development of and buy-in for a vision.
- Demonstrated experience and skills in building trusted partnerships with internal and external customers through establishing a track record of transparency, follow through, and resolving differences respectfully.
- Demonstrated commitment to equity and social justice and pursuing changes to policies and practices that address systemic racism and inequities.
- Able to persevere and adapt as required, while working in a multi-faceted and sometimes ambiguous environment.

Desired Qualifications:

- Bachelor's Degree or higher in judicial administration, public administration, or business
- A minimum of five (5) years of supervisory and management experience
- Three (3) years of experience in reporting to and interacting directly with elected officials, and experience in a customer services-based organization.
- Experience with collective bargaining and labor agreements
- Experience in developing and managing enterprise-wide, mission-critical technology systems is highly desired.
- An equivalent combination of education and experience will be considered.

Why King County?

- **Competitive** – healthcare plans
- **Free** – transportation options
- **Manager Support** – structured employee assistance program
- **Paid** – vacation time (in addition to paid holidays)
- **Paid** – sick leave
- **Deferred** – compensation plan
- **Twelve** – paid holidays
- **Awesome Employee Giving Program!**

SUPPLEMENTAL INFORMATION:

Special requirements: The ability to travel reliably throughout the county is required. Finalists are subject to the Washington State Patrol criminal background check and a reference check. Criminal background records are not automatically disqualifying.

Who may apply: This position is open to all qualified applicants.

Work location: This position is primarily at the King County Courthouse, 516 Third Avenue, in Seattle. The incumbent may be required to work at other Superior Court locations.

Work schedule and terms: This position is at-will and exempt from the overtime provisions of the Fair Labor Standards Act. The court's operating hours are Monday through Friday, 8:30 AM to 4:30 PM. Variations from these hours may occur.

Additional Materials Required: Please include a resume and detailed cover letter describing how you can successfully fulfill all duties of this position. These materials are supplemental to your

application. **You must still fill out the online application with your relevant education and work experience.** Your application may be rejected as incomplete if you include relevant information only on your resume or cover letter. Applications that state "see resume" are considered incomplete and will not be accepted.

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

- 1) Copy and paste one or more documents into the text resume section of your application
- 2) Attach multiple documents/files in the attachments section.

COVID-19 Vaccination Requirement:

King County Superior Court employees are required to be fully vaccinated against COVID-19. If you are a successful candidate for the position you applied for, the Court will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of vaccination by the Centers for Disease Control and Prevention (CDC).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kingcounty.gov/>

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

ygeolingo@kingcounty.gov

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Job #2023-18028
COUNTY CLERK/DIRECTOR, DEPARTMENT OF
JUDICIAL ADMINISTRATION
YG

County Clerk/Director, Department of Judicial Administration Supplemental Questionnaire

* 1. Do you have experience working in a court system environment?

☐ Yes ☐ No

* 2. Please indicate your highest level of educational attainment.

- ☐ High School Diploma or GED
- ☐ Some College
- ☐ Associate's or Technical Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Juris Doctor (Law Degree)
- ☐ Doctorate

* 3. If you have a Bachelor's Degree or higher, please indicate your field(s) of study. If you do not have a Bachelor's Degree, please enter "N/A."

* 4. How many years of public sector management experience do you have?

- ☐ None
- ☐ Less than one year
- ☐ At least one year but less than three years
- ☐ At least three years but less than five years
- ☐ At least five years but less than ten years
- ☐ Ten or more years

* 5. How many years of experience do you have developing and presenting policy recommendations for a large public sector organization?

- ☐ None
- ☐ Less than one year
- ☐ At least one year but less than three years
- ☐ At least three years but less than five years
- ☐ At least five years but less than ten years
- ☐ Ten or more years

* 6. How many years of experience do you have implementing new technologies to enhance efficiencies and increase access to and management of data/information?

- ☐ None
- ☐ Less than one year
- ☐ At least one year but less than three years
- ☐ At least three years but less than five years
- ☐ At least five years but less than ten years
- ☐ Ten or more years

* 7. How many years of experience do you have managing an organizational budget?

- ☐ None
- ☐ Less than one year
- ☐ At least one year but less than three years
- ☐ At least three years but less than five years
- ☐ At least five years but less than ten years
- ☐ Ten or more years

* 8. How many years of experience do you have overseeing large-scale projects and/or process enhancements?

- ☐ None
- ☐ Less than one year
- ☐ At least one year but less than three years
- ☐ At least three years but less than five years
- ☐ At least five years but less than ten years
- ☐ Ten or more years

* 9. Did you attach the required documents?

-**Resume**

and

-**Cover Letter** detailing how you meet or exceed the required knowledge, skills, and abilities of the position, and your experience as it relates to the primary job functions and desired qualifications.

- ☐ Yes
- ☐ No

* Required Question