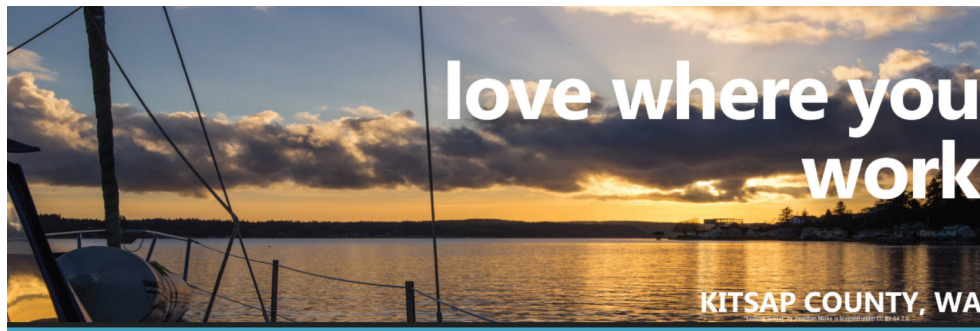


Kitsap County

OFFICE SUPERVISOR - DISTRICT COURT

SALARY	\$30.45 - \$38.97 Hourly	LOCATION	Port Orchard, WA
JOB TYPE	Full Time (40 hrs/wk)	DEPARTMENT	District Court
OPENING DATE	09/28/2023	CLOSING DATE	10/13/2023 11:59 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	1308S

OVERVIEW



District Court is looking for our next team member to join us as an Office Supervisor!

Working in our Probation Services division, you will supervise the Probation staff and provide daily guidance on the operations of the division.

Kitsap County offers great benefits such as medical, dental, life insurance, vacation, sick leave, and retirement!

Join Us!



#worklifebalance #meaningfulwork #lovewhereyouwork

Make a difference in your community!
Do what you love while serving the citizens where you live!

The Kitsap County District Court is currently seeking a new team member to join us as a District Court Supervisor. The District Court Supervisor will supervise the daily operations of District Court Probation unit. This working supervisor will perform daily operations, coordinate division functions, and will coordinate process and workflow with other agencies and departments. The incumbent will be responsible for supervising subordinates to include prioritizing, assigning, and monitoring work and projects.

The successful candidate will evaluate performance, and recommend and implement decisions regarding employee selection and discipline. Our new team member will ensure court rules are properly followed and will assist in the development, implementation, and oversight of policies and procedures.

The Kitsap County District Court is a court of limited jurisdiction, and has jurisdiction over misdemeanors and gross misdemeanor crimes, Small Claims and limited civil actions.



QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED; AND
- Four (4) years of progressively responsible administrative work experience in a court, legal, law enforcement, or criminal justice environment AND
- One (1) year of team lead, supervisory, or coordinating experience obtained in a professional or volunteer capacity; OR
- Any equivalent combination of experience and education that provides the candidate with the desired knowledge, skills and ability required to perform the work.

PREFERRED EDUCATION AND EXPERIENCE

- Work experience with probation
- Institute for Court Management Certified Court Manager certification.

Criminal Conviction Standards:

- The successful incumbent will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.

1. Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position: <https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>

PHYSICAL REQUIREMENTS

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions for this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

- The duties in this position are performed in a legal setting or courtroom environment.
- Incumbents may be exposed to hostile individuals while in the courtroom setting.

ILLUSTRATIVE EXAMPLE OF DUTIES

In this role, the successful candidate will:

- Oversee staff to include evaluating performance, coordinating schedules, training, and oversight of work.
- Interpret results of new legislation passed.
- Assist with probationary reviews including reports, monitoring, and record checks
- Perform quality control checks by auditing probationary cases
- Perform daily Interstate Compact tasks
- Develop and implement policy changes to ensure compliance with the current law, state and local court rules.
- Read and interpret a variety of legal documents to ensure staff responsibilities are met, including forms, technologies, and best practices.
- Strategically plan, coordinate, delegate, assign, supervise, train, motivate, and evaluate the work of subordinates toward the accomplishment of court goals and objectives.
- Provide back up to probation monitors including front counter/phone and email functions
- Serve as liaison to other departments and agencies, including treatment agencies and Prosecutor/Defense counsel
- Address and respond to questions from subordinates.

- Receives, investigates, and resolves or recommends solutions to the public's complaints, inquiries, and issues.

OTHER POSITION RELATED INFORMATION

Other Position Related Information:

- **Who May Apply:** This position is open to County employees and to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process.
- This position is classified as eligible for overtime under the Fair Labor Standards Act (FLSA).
- This position is covered under a collective bargaining unit with AFSCME 1308-S. Membership in the union is optional. Employees joining the union will be required to pay union dues through payroll deduction. **Internal applicants should be aware that a change in union status or bargaining unit may impact your benefits and accruals. Please contact Human Resources if you have questions.**
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristics protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact the Human Resources office.
- Work hours for this position are Monday-Friday, 7:45 a.m. - 4:30 p.m.

Benefits

At Kitsap County, we strive to take care of our team! Our employees are the greatest asset of Kitsap County, and we take pride in offering a highly competitive compensation and benefits package to all eligible employees.

County Paid Benefits Include:

Medical - Kaiser Permanente (HMO) or Aetna (PPO)

Dental - Delta Dental or Willamette

Vision – VSP

Flexible Spending Accounts (FSA)

Life Insurance – Basic, Accidental Death and Dismemberment (AD&D), Voluntary Term Life Insurance (VTL)

MetLife Long Term Disability

Voya Voluntary Insurance

Transportation incentives

Employee Assistance Program

Travel Assistance Program

Wellness program <https://spf.kitsapgov.com/hr/Pages/Wellness.aspx>

Benefits become effective on the first calendar day of the month following the month in which the employee is hired except if the employee's hire date is the first calendar day of the month, benefits begin on the day of hire. More information about employee benefits is available on the county's website at: <https://spf.kitsapgov.com/hr/Pages/Benefits.aspx> or the [Kitsap County Digital Benefits Guide \(Download PDF reader\)](#).

*Voluntary benefit options also available at the employee's expense

Retirement:

Employees are covered under the PERS retirement plan provided through the [Washington State Department of Retirement Systems](#) and Social Security.

Deferred Compensation (IRS Plan 457b): tax-deferred savings program

Holidays

11 paid holidays and 2 additional floating holiday per year

Vacation Leave

New employees are credited with 48 hours of annual leave upon hire and will begin accruing at the rate of 8 hours per month starting on their 7th month of employment. Employees may carry over 360 hours from one calendar year to the next. Annual leave accrual will increase upon tenure, as follows:

Upon completion of 3 years: 15 days per year (10.00 hours per month)

Upon completion of 5 years: 20 days per year (13.33 hours per month)

Upon completion of 10 years: 25 days per year (16.67 hours per month)

Sick Leave

All new hires will be credited with 48 hours of sick leave upon hire and will begin accruing at the rate of 8 hours per month starting on their 7th month of employment. Employees may carry over 1200 hours from one calendar year to the next.

*****Part-time employees benefit contributions and leave accruals will be prorated*****

Additional compensation that you may be eligible for:

Shift differential

Overtime

Stand by pay

Call-back pay

Current County Employees

If you are transferring or promoting into this position you are responsible for reviewing these benefit changes; prior to accepting a position. In addition, it is your responsibility to notify the Auditor's Payroll Division of a change in union status.

Union Membership

This position is covered under AFSCME Local 1308 Supervisors collective bargaining agreement. To view the bargaining agreement please visit our website: <https://www.kitsapgov.com/hr/Pages/Collective-Bargaining-Agreements.aspx>

NOTE: This is a general overview of the benefits offered through employment with Kitsap County, and every effort has been made to ensure its accuracy. If any information on this document conflicts or is incorrect with the provisions of the Personnel Manual, applicable laws, policies, rules or official plan documents they will prevail. The Personnel Manual is available at: <https://www.kitsapgov.com/hr/Pages/Personnel-Manual-2019.aspx>

Agency

Kitsap County

Address

614 Division St, MS#23A

Port Orchard, Washington, 98366

Phone

360.337.7185

Website

<https://www.governmentjobs.com/careers/kitsap>

OFFICE SUPERVISOR - DISTRICT COURT Supplemental Questionnaire

***QUESTION 1**

(REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.

☐ YES

☐ NO

***QUESTION 2**

(REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)

☐ YES

☐ NO

***QUESTION 3**

How do you best meet the minimum qualifications for this position? (All work experience that qualifies you must be included in the Work Experience section of the application)

☐ Four years of progressively responsible administrative work experience in a court, legal, law enforcement or criminal justice environment and one year of team lead, supervisory, or coordinating experience obtained in a volunteer or professional capacity.

☐ Education only

☐ No relevant education or experience

***QUESTION 4**

Do you have recent (within the last five years) relevant work experience working in the in the court system, judicial environment or legal field within Washington State? (The information regarding experience MUST listed on your application under the work history to be considered for employment)

☐ Yes

☐ No

***QUESTION 5**

Do you have an Institute for Court Management Certified Court Manager certification?

☐ Yes

☐ No

***QUESTION 6**

Do you have experience with developing and implementing policy changes to comply with legislation passing or laws changing?

☐ Yes

☐ No

QUESTION 7

If yes, please describe your experience (including position held) with developing and implementing policy changes to comply with legislation passing or laws changing.

***QUESTION 8**

Do you have work experience within the probation field?

☐ Yes

☐ No

QUESTION 9

If yes, describe your applicable work experience.

* Required Question