

City of Renton

Court Services Manager

SALARY

\$8,188.00 - \$9,974.00 Monthly

\$98,256.00 - \$119,688.00 Annually

LOCATION

1055 South Grady Way Renton WA 98057, WA

JOB TYPE

Non-Represented

JOB NUMBER

25-00043

DEPARTMENT

Judicial Branch

OPENING DATE

02/28/2025

CLOSING DATE

3/19/2025 11:59 PM Pacific

Job Description

The City of Renton's Judicial Branch is recruiting to fill a Court Services Manager vacancy. This role balances financial oversight with staff management, while maintaining high standards of accuracy, accountability, and customer service with the court. Strong leadership, attention to detail, and problem-solving skills are essential. The Court Services Manager may perform technical, analytical, professional, and administrative tasks associated with their work group including case flow management, court calendaring and other tasks performed by the Judicial Specialists. Coaching and mentoring employees to develop their capabilities and recognizing and reinforcing developmental efforts and

improvements are priorities. This position contributes to the City's vision, mission, and goals in the performance of all job duties.

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.

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, up to 2 days remote, 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.

ESSENTIAL FUNCTIONS

- Manage the day-to-day judicial operations for the Judicial Branch, including weekly coverage schedules for court personnel.
- Maintain and track hearing caseloads and overall management of case flow 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.
- Analyze, evaluate, collaborate and implement automated software solutions to enhance Court's case flow, jury, and records management systems, and electronic case files.
- Assist with and develop new technology projects in collaboration with IT.

- Ensure technology systems are up to date with current legislative requirements and licensing. Ensure that all systems are in proper working order. Coordinate website content and updates.
- 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.
- Conduct research on judicial activities, assist with courtroom workload analysis, and prepare statistical and other reports for the Judicial Administrative Officer and judges.
- Ensure financial accountability of trust funds, budgeting, payroll, purchasing, records and reports. Manage collections process. Oversee financial functions including bails, fines, and assessments. Reconcile and record daily deposits and remittances, prepare required reports. Manage grant expenses and reimbursement process.
- Manage the Passport Acceptance Facility Program, Interpreter Coordinator responsibilities, and Language Access Interpreter Reimbursement program. Monitor Warrant and No-Contact Order controls, search warrants, appeals, and vacates.
- Maintain responsibility for management of Public Records Requests for both Court Records and Administrative Records in accordance with GR31 and GR31.1. Manage department records retention schedule.
- Assist with complex issues, questions, and sensitive, confidential matters.
- Provide opportunities for professional development to staff.
- Evaluate employee performance; conduct consistent staff and 1:1 check in meetings with direct reports.
- 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.
- Initiate hiring process and coordinate the onboarding and training of new employees.
- Prepare budgets, monitor, and approve expenditures and capital purchases, submit periodic budget updates and monitor assigned performance measures.
- Assist in the development and updating of City policies, ensure proper interpretation and administration of policies by staff.
- Create 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. Use progressive discipline when appropriate under the direction of Judicial Administrative Officer.
- 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.

For a complete job description, please click [here](#).

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Bachelor's degree in Criminal Justice, Liberal Arts, or related field.
- Minimum 5 years of increasingly responsible municipal court clerk experience.
- Or minimum 9 years of relevant education and experience.
- 2 years supervisory or lead experience or demonstrated leadership experience.
- Ability to obtain Certified Court Manager certification within 5 years of employment.
- 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.

Accommodation

Individuals needing accommodation in the application, testing, or interview process may contact kritter@rentonwa.gov at least 2 days prior to the need.

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 and/or 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 including a national fingerprint-based records check and professional reference check. This position also requires driving and is also subject to a driving record check from the WA State Dept of Licensing (or other state equivalent). Driving records will be evaluated based on a points system depending on the infraction and severity.

Employer

City of Renton

Address

1055 South Grady Way

Renton, Washington, 98057

Phone

425-430-7650

Website

<http://www.rentonwa.gov/jobs>