

City of Seattle's Municipal Court Chief Clerk/Director of Judicial Operations

SMC63014

ABOUT THE POSITION

Under the direction of the Court Administrator, the highlights of the position's responsibilities include:

- Direct operations of three units: Court Services, Records Management, and Jury Services.
- Oversee 40 plus staff, recruitment, performance reviews, discipline, training, and 4.7 million budget.
- Maintain and develop improved case flow and calendaring methods in collaboration with the bench.
- Participate in policy development related to new courtroom programs or operational initiatives.
- Propose, interpret, and analyze legislation and rule changes.
- Promote effective and positive partnerships with judicial officers, prosecuting and defense attorneys, other justice agencies, City, County, and State departments.
- Ensure staff compliance with state laws, ordinances, rules, and procedures adopted by the Court.
- Serve as Acting Court Administrator.

ABOUT THE CANDIDATE

The minimum qualifications for this Director position include:

- Bachelor's degree in public administration, business management, or other relevant field of study.
- Minimum of five years of progressively responsible experience with policy development, supervision/management of staff, human resources management, and technology.

THE IDEAL CANDIDATE

Seattle Municipal Court seeks an experienced leader who:

- Has highly developed skills in assisting elected officials and judicial agencies to reach consensus by addressing occasional opposing opinions and ideas.
- Is politically astute and demonstrates an unquestionable sense of integrity, honesty, and professionalism.
- Has experience developing policy and legislation.
- Is very adept at case flow management.
- Has experience with change management, drives high-performance, and fosters a strong team environment.
- Is regarded as a forward-thinking and dynamic leader who understands the inter-workings of municipal government.
- Has a Masters in Public Administration or Management and is an Institute for Court Management Fellow.

ABOUT THE COURT

The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the state.

The Honorable C. Kimi Kondo serves as the Presiding Judge over 12 judicial officers and 200 plus staff.

The Court adjudicates all misdemeanor and gross misdemeanor crimes, infractions, and civil violations authorized under the Seattle Municipal Code and certain Revised Code of Washington Statutes. During 2013, the Court processed approximately 675,000 infractions and approximately 10,000 criminal filings.

Recently the Court migrated to electronic viewing of documents. The next phase involves re-engineering business processes and creating electronic document management systems.

THE COMPENSATION

The salary range is \$86,200 to \$129,200 annually.

The City offers a variety of outstanding benefits including:

- Medical, Dental, and Vision Plans
- City-paid Basic Life Insurance
- ORCA Transit Passport
- City-matched Retirement
- Deferred Compensation
- Post Retirement Medical
- Flexible Spending Accounts
- Generous Paid Time Off

THE SELECTION PROCESS

Submit your cover letter and resume by **4:00 PM on Tuesday—July 22, 2014** to Sr. Personnel Specialist, Kristy Hulverson at kristy.hulverson@seattle.gov.

- In your 1-2 page cover letter, in addition to explaining your qualifications, please address how you have:
 - 1) Managed and motivated represented/non-represented staff,
 - 2) Led/participated in a technology improvement team, and
 - 3) Experience with developing and presenting complex and detailed information to public officials.
- The selection process will include two interview rounds, technical assessments, and the top candidate participating in a background investigation.

NOTE: This at-will position is currently under review and the title may change.