



PIERCE COUNTY
invites applications for the position of:

District Court Manager of Operations

SALARY: \$6,732.37 - \$9,092.59 Monthly
\$80,788.47 - \$109,111.07 Annually

OPENING DATE: 12/11/14

CLOSING DATE: 01/25/15 11:59 PM

DESCRIPTION:

The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties.

Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$75,000
- Civil claims ('small claims'), for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

POSITION SUMMARY:

The Operations Division Manager is responsible for helping the Court Administrator accomplish the Court's mission of promoting respect for law, society and individual rights; providing an open, accessible, and effective forum for the resolution of cases; resolving matters in a just, efficient, and timely manner; and assuring the dignified and fair treatment of all parties. The Manager is responsible for the independent planning, designing and implementation of programs and projects that comply with the Court's policies and legal requirements. This work involves originating new policies and techniques to deal with the many complex duties of this office; along with the coordination of these duties and functions through subordinates. The Operations Division Manager has latitude in making decisions regarding work priorities, methods, and workflow, and in interpreting policies and legal responsibilities. The Manager coordinates with individuals within the court and individuals and agencies within the community to ensure the effective and efficient implementation and operation of the programs, projects and services of the court. The Manager leads the division staff and manages the resources allocated to their mission. The Manager constantly monitors the operations of the division to develop better ways to achieve the Court's mission. This position reports directly to the Court Administrator.

ESSENTIAL FUNCTIONS

As part of the District Court Administrative Management Team, the Operations Division Manager assists the Court Administrator in providing leadership, vision, and development of a long-term strategy for effective court services. This includes:

- Assuming responsibilities of the Court Administrator when the Administrator is absent;
- Serving as a member of the District Court five-person Administrative Management Team;
- Maintaining excellent working relationships with judges, administrators, and justice system partner agencies;
- Participating in the recruitment and hiring of new personnel; and
- Performing other duties as assigned by the Court Administrator.

Assists the Court Administrator in representing the District Court as an independent third branch of government. This includes:

- Serving as liaison with law enforcement, members of the local bar, Prosecuting Attorney's Office, Department of Assigned Counsel, Dispute Resolution Center, mediators, and other agencies regarding daily operations of the Operations Division;
- Assisting in the formulation of the Court's position on matters relating to case processing; and
- Representing the Court Administrator or the Court, or serves as liaison for the Court, on various agencies and county and state committees.

Develops and implements a long-term strategy for the effective adjudication of cases. This includes:

- Assist the Court Administrator in developing and implementing the judicial branch strategic direction as it relates to criminal and civil cases;
- Identifying new technologies for the improvement of case processing, planning and managing their procurement, and ensuring their effective implementation;
- Identifying and proposing innovative strategies;
- Developing operational goals and objectives;
- Developing and implementing effective administrative practices to improve the processing of cases; and
- Providing effective direct leadership to the personnel in the Operations Division and effective indirect leadership by example to other members of the Court staff.

Develops, implements, monitors, and evaluates policies and procedures to ensure the fair, efficient, and effective processing of cases. This includes:

- Developing policies to promote efficiency and compliance with law, state and local court rules, and court policies;
- Reviewing new legislation and state court rules for impact on the Court and the Operations Division;
- Drafting and revising procedures, manuals, and forms to implement policies;
- Coordinating policies with partner agencies and individuals; and

Oversees the operation of the Operations Division. This includes:

- Planning, organizing, coordinating and managing the daily operations of the Operations Division, including daily procedures, calendaring, personnel, case flow, records and exhibit maintenance, and implementation of organizational change;
- Overseeing the critical functions necessary for the operation of the courtrooms, including, but not limited to, calendar preparation, courtroom coverage, jury management, and monitoring case status to ensure compliance with judicial orders;
- Controlling and overseeing the random and systematic assignment of criminal cases to the Judges of District Court, including the consolidation of cases when necessary;
- Coordinating the collection, preparation, and analysis of complex reports and statistics requiring thorough knowledge of the Operations Division operations, procedures and regulations;
- Supervising and evaluating the Operations Division supervisors and assisting in training new personnel;

- Developing and leading a vigorous personal development and training program in the Operations Division;
- Performing essential personnel management duties within the Operations Division;
- Delegating responsibilities within the Operations Division and following up on those delegations;
- Developing, documenting, and interpreting court policies in relation to the activities of the Division and ensuring that the policies are followed; addressing questions that subordinates cannot answer and receives, investigates and resolves, or recommends solutions, to the public's complaints and problems;
- Reviewing performance evaluations, taking disciplinary action when necessary, and reviewing training requests within the Operations Division;
- Analyzing workspace requirements for staff and recommending remodeling or modifications as necessary;
- Analyzing technical requirements for the Operations Division; and
- Effectively coping with stressful or emergency situations calmly and effectively.

This announcement is not intended to reflect all duties to be performed by our next team member, but shall present a descriptive list of the range of duties that may be performed. Link to view the complete classification, [DistrictCourtManagerofOperations](#)

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration or a closely related field with four or more years of demonstrated experience as a criminal justice manager or administrator. Additional education or experience may substitute for the recruiting requirements. Work experience in Washington courts preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS

Must possess a valid Washington State Driver's License, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of a Pierce County background investigation which includes criminal history (limited to the last 10 years) is required prior to employment.

SUPPLEMENTAL INFORMATION:

To be considered for this opportunity please:

- **Submit a Cover Letter, Resume, and Professional References.**
- **Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.**
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in

further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #15-00005
DISTRICT COURT MANAGER OF OPERATIONS
MM

615 S 9th Street
Tacoma, WA 98402
(253) 798-7480
(253) 798-7480

pchumanresources@co.pierce.wa.us

District Court Manager of Operations Supplemental Questionnaire

- * 1. Do you have a Bachelors Degree (or higher) in Business Administration, Public Administration or a closely related field and four or more years of demonstrated experience as a criminal justice manager or administrator?
 - Yes
 - No
- * 2. How many years of experience do you have as a criminal justice manager or administrator?
 - Less than 4 years
 - 4 years to less than 6 years
 - 6 years to less than 10 years
 - More than 10 years
- * 3. Describe how your training, education, and experience meet the qualifications for this position. Be specific as to positions held, areas and scope of responsibilities, size of organization and other relevant factors that demonstrate your qualifications for this position. Please highlight your experience in personnel management in a union environment, staff development and team building.
- * 4. Describe your experience in policy and procedural development and implementation. Include a description of your role in providing recommendations and implementing these changes.
- * 5. Describe a project or task that required an extraordinary effort on your part to accomplish.
- * 6. Please submit a cover letter, resume and professional references with your application. Did you attach your cover letter, resume and professional references?
 - Yes
 - No
- * Required Question