



CITY OF TACOMA  
invites applications for the position of:  
**Court Operations  
Supervisor**

An Equal Opportunity Employer

**SALARY**

Hourly  
\$35.38 - \$45.36

**OPENING DATE:** 04/06/15

**CLOSING DATE:** 04/20/15 05:00 PM

**POSITION  
DESCRIPTION:**

The City of Tacoma Municipal Court is seeking a full-time Court Operations Supervisor to perform duties related to the daily operations of the Municipal Court. An employee in this classification assists in the management of activities of a large unit of clerks by organizing, preparing, and implementing work schedules and staff assignments pursuant to Court needs. Duties include, but are not limited to management responsibilities involving public contact, payroll records, maintenance and operation, and Court personnel. Work is performed pursuant to the direction of the Presiding Judge and the Court Administrator and requires the ability to efficiently and effectively supervise employees, work flow and problem solving within prescribed guidelines.

Essential Duties of the position are:

- Supervise the clerical operation and work flow of the Municipal Court; assist in controlling expenditures, direct a large group of clerical personnel, handle operational and routine personnel problems.
- Assist in the establishment of working procedures to process all City ordinance violations; assure proper application of procedures with areas of responsibility.
- Assist the Presiding Judge and the Court Administrator in determining effective caseload management techniques.
- Train clerical staff and evaluate their work performance; make recommendations on disciplinary action to the Court Administrator as required.
- Assume responsibility for the account records for court bails, fines and the court trust fund; assist cashiers and other clerical personnel as required.
- Supervise deferred time payments.
- Maintain and update procedural manuals.
- Perform related work as required.

**QUALIFICATIONS:** Completion of four years of college with a major in business or related field **AND** four years of progressively responsible experience in a court setting, or any combination of education and experience which provides the required knowledge, abilities and skills of the position.

Due to the confidential nature and demands of the position, appointment is subject to passing a background check. Fingerprinting must be completed within the first 30 days of employment.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid Washington State Driver's license at time of applications with maintenance thereafter.

**KNOWLEDGE &  
SKILLS:**

- Laws, regulations and procedures of the Municipal Court
- Modern office practices, procedures and general clerical routine
- The principles and practices of office management, financial accounting and

- management controls
- Thorough working knowledge of all aspects of case processing activity
- Thorough knowledge of work related codes, laws and legal terminology
- Working knowledge of Washington State on-line automated District and Municipal Court Information System (DISCIS)
- Working knowledge of community resource and referral programs and how they interface with and affect the Court

**SELECTION  
PROCESS &  
SUPPLEMENTAL  
INFORMATION:**

Interested individuals should **apply online and attach** a detailed resume and cover letter describing your experience, training, and expertise as it relates to the responsibilities of this position. NOTE: Applications received without the required resume and cover letter will not progress in the selection process.

Applicants who have the strongest backgrounds related to the responsibilities of this position will be invited to participate in the interview process. Appointment is subject to passing a background check.

The online application system may require you to enter a substantial amount of information. Be prepared to spend a minimum of one hour entering the required information.

**Communication from the City of Tacoma:**

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

Should you have any questions about this position please call Human Resources at (253) 591-5400 before the closing date.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org/>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department

747 Market Street

Tacoma, WA 98402-3764

253-591-5400

[mbaker@cityoftacoma.org](mailto:mbaker@cityoftacoma.org)

Job #4308-15

COURT OPERATIONS SUPERVISOR

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An Equal Opportunity Employer

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**Court Operations Supervisor Supplemental Questionnaire**

- \* 1. Do you have four years of college with a major in business or related field and four years of progressively responsible experience in a court setting, or any combination of education and experience which provides the required knowledge, abilities and skills of the position.

Yes    No

- \* 2. Describe how your training, education and experience meet the qualifications for this position.

- \* 3. Describe your familiarity with JIS and court case processing.

- \* 4. Describe your experience in a supervisory position.
  
- \* 5. Describe how you stay organized and manage multiple priorities effectively in a fast paced environment.
  
- \* 6. What special skills do you have that make you the best candidate for this position?
  
- \* 7. What unique qualifications do you have that make you the right candidate for this position?
  
- \* Required Question