



## King County

Invites Applications for the Position of:

### Judicial Caseflow Manager

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 10/13/15 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 10/26/15 04:30 PM (GMT -8:00)

**SALARY:** \$3,492.00 - \$4,426.40 Biweekly \$90,792.00 - \$115,086.40 Annually

**LOCATION:** Multiple locations in King County

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Judicial Administration

**JOB NUMBER:** 2015JF05201

**SUMMARY:**

**The Department of Judicial Administration (DJA)** is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA (also known as the Superior Court Clerk's Office) performs a variety of services for the Court, litigants and the public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

**WHO MAY APPLY:** This position is open to King County career service employees and the general public; preference will be given in that order.

**WHERE TO APPLY:** Application materials must be received by 4:30 p.m. on the closing date.

**REQUIRED MATERIALS:**

- **King County Application Form** (paper or electronic);
- **Responses** to the Supplemental Questionnaire
- **Resume**; and,
- **Detailed Cover Letter** describing your experience and how you meet or exceed the requirements for the position.

**WORK LOCATION:** King County Courthouse, Seattle, WA.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This is a 40 hour work week position; Monday through Friday.

**CONTACT INFORMATION:** Please direct questions about this position to Teresa Bailey at 206 477-0768. If you have questions about the recruitment process, please direct those to Joy Fernandes at 206-477-0774.

**JOB DUTIES:**

The Caseflow Division Manager is the position that manages the work in the Caseflow and Court Clerk Services Division of the Department of Judicial Administration, a division comprised of 68 staff. The Caseflow Manager develops and implements policies, procedures and processes in the areas of case scheduling, docketing, calendaring, document scanning, exhibit management, courtroom recording, and courtroom clerk management. Specifically, the person in this position will:

- Direct management of 3 Supervisors and 2 staff in 3 sections;
- Analyze production-oriented workload processes to prevent delays; monitor processing continuously and create and implement improvement plans when delays happen;
- Represent the Department on various state and local committees;
- Communicate strategic direction to staff;
- Act as policy lead on all aspects of caseflow management and courtroom clerk management for Department;
- Perform personnel responsibilities such as: hiring, training, developing, recommending and/or implementing disciplinary actions;
- Motivate staff by working with them and their supervisors to evaluate and document work performance; coach, counsel, and monitor staff;
- Resolve customer inquiries and concerns;
- Contribute as a member of the DJA Management Team Assist in the development of the Departmental budget;
- Assist in the collective bargaining agreement negotiations and contract development;
- Interact with elected and appointed judicial officers related to caseflow and court services issues;
- Monitor workload of division to avoid backlogs, and ensure courtroom clerk coverage;
- Recommend and lead in the development, review, establishment and implementation of policies and procedures to adapt to changes in the law;
- Ensure adherence to legislative, judicial and departmental regulations in the area of caseflow and courtroom clerk management;
- Conduct legislative research and provide advice related to statutes, court rules or other legislative authorities. Investigate and resolve complaints; and,
- Ensure department director and deputy director are fully informed of operations within the section. Prepare records and report on division activities.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Applicant's experience must demonstrate the following knowledge, skills, and abilities or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

- A college degree in political science, public administration, business administration or a similar area;
- Six years of progressively responsible management experience;
- Experience working in a production oriented environment for at least two years;
- Knowledge of civil and criminal laws and legally based policies and procedures with an emphasis on court case management aspects;
- Excellent time management skills and the ability to perform multiple tasks simultaneously; and,
- Experience in policy development, implementation and enforcement'

**DESIRABLE SKILLS:**

- Experience with daily administration of collective bargaining agreements;
- Experience and success working with elected officials; and
- Experience and ability working with Word, Excel, Access, and Outlook, and legal research or analysis expertise.

**SUPPLEMENTAL INFORMATION:**

**SPECIAL REQUIREMENTS:** No felony convictions within the last ten years.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

## **Judicial Caseflow Manager Supplemental Questionnaire**

- \* 1. Describe your experience managing staff in a production-oriented environment.
- \* 2. Describe your work experience in a court-based setting, and your knowledge and experience in case management.
- \* 3. Describe two project plans, policies, procedures, or processes that you developed and implemented that were successful in implementation.
- \* 4. Describe your experience managing a collective bargaining unit, touching on the most challenging and the most rewarding aspects of your experience.
- \* Required Question