



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

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**SALARY:** \$27.40 - \$33.34 Hourly  
\$4,749.33 - \$5,778.14 Monthly  
\$56,992.00 - \$69,337.63 Annually

**OPENING DATE:** 04/01/16

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**About the Position**

The Olympia Municipal Court is seeking an enthusiastic and dedicated professional to join the Court Services Division of the Municipal Court as a Court Operations Supervisor. Duties include, but are not limited to management responsibilities involving Court personnel, public contact, payroll records, and maintenance and operation of daily court activities.

**Ideal Candidate Profile**

- Thorough knowledge of Judicial Information System (JIS) (Statewide computerized Information System).
- Knowledge of the principals and practices of office management and financial accounting.
- Skilled in performing supervisory, lead, and line-level court work.
- Skills in leadership, problem solving, organization, and time management.
- Ability to supervise, train, provide work direction, and motivate employees.
- Ability to handle conflict and resolve issues quickly and fairly.
- Have knowledge of local and state court rules, legal procedures and terminology, as well as current with legislative changes affecting the Municipal Court.
- Ability to research, comprehends, apply and explain rules, regulations, policies, and procedures as applicable to municipal court operations.
- Speak effectively and present information and respond to questions in a courtroom environment, in one-on-one situations, before small groups of managers, employees, customers, and the general public.

**To Apply**

- Submit a resume and cover letter by attaching them to your electronic application.
- The cover letter must be no more than one page long and include specific examples of how you meet the Ideal Candidate Profile (above).
- This is a continuous recruitment. In order to be eligible for the first round of interviews submit your application **by 5 pm April 15, 2016**.
- **Only electronic applications are accepted.**

**Contact Information**

If you have questions about the position and/or requirements, please contact Maryam Olson,

Court Administrator, at [molson@ci.olympia.wa.us](mailto:molson@ci.olympia.wa.us).

**EXAMPLES OF ESSENTIAL DUTIES:**

The essential functions of this position include but are not limited to:

1. Oversees the functions of the Olympia Municipal Court.
2. Supervises the daily work, schedules, and activities of Court Staff.
3. Evaluates employee performance through direct observation, review of work product for both productivity and quality of work, completes performance reviews, and counsels or implements discipline where appropriate.
4. Monitors daily calendar loads to ensure courtrooms are appropriately staffed.
5. Reviews, analyzes, and revises work assignments and procedures to increase the efficiency of the work unit.
6. Process and maintain payroll, timesheets, leave requests, and related records and reports.
7. Assure work is completed in compliance with all applicable laws, procedures and policies; develop, make recommendations, or implement procedures to comply with legal requirements or to provide for efficient operations and customer service.
8. Assists staff and customers with difficult situations and processes; facilitates resolution to conflicts with staff and/or customers, deals with and resolves problems from upset and angry customers.
9. Responsible for the accurate accounting of Court receipts and disbursements.
10. Responsible for the maintenance of legal and confidential files and records, including retention and removal, and accurate data entry into automated information systems.
11. Maintain security of automated information system and assure compliance with state-mandates for system operation.
12. Serves as acting Court Administrator in the absence of the Court Administrator as assigned.
13. Punctual, regular and reliable attendance is essential for successful job performance.

Requirements:

1. Lift between 5 and 20 pounds approximately 2% of the time.
2. Reach, twist, and/or turn approximately 30% of the time.
3. Look at a computer screen approximately 90% of the time.
4. Use phone communications approximately 50% of the time.
5. Walk approximately 20% of the time.
6. Sit for an extended period of time approximately 85% of the time.

**TYPICAL QUALIFICATIONS:**

Knowledge/Skills/Abilities:

1. Legislation or mandated procedures and documentation for Court operations and record-keeping.
2. Legal terminology forms and documents required in Court proceedings.
3. General principles and practices of employee supervision.
4. General office procedures and practices.
5. Basic knowledge of accounting principles and procedures.
6. Diffusing interpersonal conflict expediently and calmly.
7. Knowledge of Microsoft Word, Excel, Outlook, and Judicial Information System.

8. Independently plan and organize the administrative and technical support function of a Municipal Court office.
9. Perform responsible and complex technical, administrative and clerical work using independent judgment, initiative and discretion.
10. Provide effective supervision of staff, including work assignment and organization, performance standards and evaluation, input into hiring or disciplinary decisions, and training, coaching and motivating.
11. Learn, apply, accurately interpret and explain complex laws, regulations, ordinances, policies and procedures.
12. Analyze complex issues and make accurate decisions independently.
13. Communicate effectively both verbally and in writing.
14. Independently prepare correspondence and other legally required documents.
15. Maintain the confidentiality of sensitive and/or confidential information.
16. Effectively prioritize and organize multiple assigned tasks to individuals and work groups, meeting strict legal timelines and accuracy requirements.
17. Maintain a professional personal appearance at all times and provide customer service in a manner consistent with City values.
18. Establish and maintain effective working relationships with diverse populations, co-workers and other agencies; work cooperatively with others as a member of a service-oriented team.
19. Skill in evaluating court operational procedures.
20. Ability to provide research assistance during court audits.
21. Knowledge and expertise of courtroom practices and procedures.
22. Demonstrated punctual, regular and reliable attendance is required.

Experience/Education:

1. Bachelor's degree in Criminal Justice, Liberal Arts, or related field of study preferred.
2. One year of supervisory or lead worker experience preferred. This includes hiring, training, scheduling, coaching, and corrective action experience.
3. Three years of court experience maintaining court records in a district or municipal court setting preferred.

Special Requirements:

1. Successful completion of a criminal history background investigation.
2. Valid Washington State Driver's License.
3. File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts

**SUPPLEMENTAL INFORMATION:**

Contacts:

1. The Court Operations Supervisor has daily contact and is easily accessible to Court personnel, City staff, offenders, attorneys, outside agency staff and the general public.
2. Contacts may be emotionally distressful, confrontational or negative in nature and require tact, discretion and sensitivity.

Supervision:

1. The Court Operations Supervisor supervises the work of assigned staff.

Accountability:

1. The Court Operations Supervisor is accountable for the efficient and effective daily operation of the Municipal Court, in a manner that effectively manages the risk of liability to the City, including compliance with all governing laws and regulations in the application of procedures, methods or practices of operations.

Working Conditions:

1. The Court Operations Supervisor works in a busy, service-oriented office under the stress of continual pressure to meet deadlines, deal with competing priorities, and strict legal requirements.
2. Stress associated with these working conditions is an element of the job which must be recognized and effectively managed.
3. Interpersonal contacts may be emotionally-sensitive or confrontational.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

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In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.olympiawa.gov/>

Position #1600015  
COURT OPERATIONS SUPERVISOR  
CW

PO Box 1967  
Olympia, WA 98506  
360-753-8305

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### **Court Operations Supervisor Supplemental Questionnaire**

- \* 1. Which type of court have you worked for? (Please select all that apply.)

I have not worked for a court  
Municipal  
District  
County  
Superior  
Court of Appeals  
Supreme

- \* 2. Select the best answer to describe your years of experience as a Court Clerk.

No experience  
Between 1 and 12 months

Between 1 and 2.5 years  
Between 2.5 and 5 years  
Over 5 years but less than 10 years  
Over 10 years

- \* 3. Select the best answer to describe your years of experience as a supervisor or lead worker.

No experience  
Less than 12 months  
Between 1 and 2.5 years  
Between 2.5 and 5 years  
Over 5 years but less than 10 years  
Over 10 years

- \* 4. Indicate the number of employees you led or supervised. (Numeric value)

- \* 5. Select the best answer to describe your years of experience working with JIS (Judicial Information System).

No experience  
Less than 12 months  
Between 1 and 2.5 years  
Between 2.5 and 5 years  
Over 5 years but less than 10 years  
Over 10 years

- \* Required Question