



SNOHOMISH COUNTY
invites applications for the position of:

Judicial Case Management and Juvenile Manager

SALARY: \$33.93 - \$47.94 Hourly
\$5,880.62 - \$8,309.88 Monthly
\$70,567.44 - \$99,718.56 Annually

OPENING DATE: 07/18/16

CLOSING DATE: 08/02/16 11:59 PM

DESCRIPTION:

BASIC FUNCTION

To manage the Clerk's Office Judicial Case Management and Juvenile Divisions which process and maintain legal court documents and records in Civil, Criminal, Domestic Relations, Probate/Guardianship, Adoptions/Parentage, Involuntary Treatment/Mental Illness, Juvenile Offender and Dependency matters in Superior and Juvenile Court.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, and manages the operations of Judicial Case Management and Juvenile Divisions; assigns and supervises the work of division employees, directly or through leads and/or supervisors.
2. Supervises, reviews and evaluates the work of division employees; selects, hires, and promotes employees, conducts performance evaluations of employees and counsels employees concerning job performance matters, determines the need for employee discipline and imposes or recommends disciplinary actions as necessary.
3. Implements new laws and procedures; develops written procedures and policies; monitors existing procedures for compliance with state statutes; takes action to correct deficiencies, resolves problems and ensures compliance with state laws; recommends contacts with the Prosecuting Attorney for legal opinions as necessary.
4. Prepares annual division budget; prepares program goals and objectives; collects and reports division statistical information; administers the approved budget.
5. Manages and supervises the development, acquisition, and installation of automated case management and electronic filing systems and assists in setting ongoing development standards for state level systems including changes and installation of information tracking systems.
6. Serves as liaison with the Washington State Administrative Office of the Courts; and represents the Clerk's Office on state and local level committees or task forces.
7. Manages the department's docketing functions including indexing/docketing, appeals, security of all court documents filed in Snohomish County Superior Court and Juvenile Court; and receipting at Juvenile Court.
8. Oversees the providing of technical legal processing information to the public; answers unique or technically difficult issues that employees cannot answer; receives, investigates and resolves the public's complaints and problems.

9. Trains Supervisors and Leads to write procedures and reports, to interpret court rules and state statutes, to delegate, to evaluate training programs and to analyze work performance.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, public administration or a closely related field; OR Institute of Court Management Fellowship Certification; AND five (5) years of experience in the court system which includes two (2) years supervision/management of document processing OR any equivalent combination of training and/or experience which provides the required knowledge and skill. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- theories, principles and practices of management and supervision;
- Clerk's Office operations, practices and procedures;
- court rules, procedures, laws and regulations governing Superior Court;
- legal and procedural issues that have direct impact on the design of automated systems;
- legal terminology, documents and document processing procedures;
- automated systems and software as they relate to the Clerk's Office and state systems.

Ability to:

- apply theory, principles and concepts to specific records, case management and customer service;
- plan, organize and manage the operations of a County division or divisions;
- effectively supervise assigned staff;
- coordinate and prepare divisional budget;
- analyze divisional operations and make recommendations;
- work under pressure and delegate responsibilities;
- establish and maintain effective working relationships with appointed and elected officials, assigned staff and the public;
- communicate effectively, verbally and in writing, to a variety of individuals and groups from diverse backgrounds;
- read, interpret and apply laws, court rules, and procedures governing court records;
- understand and execute complex oral and written instructions;
- effectively resolve problems under own initiative;
- apply time management and organizational skills;
- deal with distraught and/or hostile individuals;
- provide excellent internal and external customer service;
- provide a team environment.

SUPERVISION

The employee in this classification receives general direction from the County Clerk or the Chief

Deputy Clerk and has wide latitude for dealing with matters of the divisions. The work is reviewed through meetings and periodic status reports, and evaluation of the results obtained. Direct supervision is exercised over assigned office staff.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. [EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2016-CLK-6095-July
JUDICIAL CASE MANAGEMENT AND JUVENILE MANAGER
CT

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

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Judicial Case Management and Juvenile Manager Supplemental Questionnaire

- * 1. Following are a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.
A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" may not be considered.

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- Yes
- No

- * 2. What level of higher education have you completed?
 - No Degree
 - Associate's Degree
 - Bachelor's Degree and/or Institute of Court Management Fellowship Certification
 - Master's or greater degree
- * 3. Is your higher education degree in business administration, public administration or closely related field and/or are you an Institute for Court Management Fellow?
 - Yes
 - No
 - I do not have a degree or fellowship with the Institute for Court Management
- * 4. How many years of experience do you have working in the court system?
 - No experience to less than three years of experience
 - Three years to less than four years of experience
 - Four years to less than five years of experience

- Five years to less than six years of experience
 - Six years to less than seven years of experience
 - Seven years to less than eight years of experience
 - Eight years to less than nine years of experience
 - Nine years to less than ten years of experience
 - Ten years to less than eleven years of experience
 - Eleven years or more of experience
- * 5. How many years of experience do you have managing document processing in the court system?
- No experience to less than one year of experience
 - One year to less than two years of experience
 - Two years or more of experience
- * 6. Do you possess a current Washington State Driver's License or will you be able to acquire one prior to employment?
- Yes
 - No
- * 7. How many years of experience do you have managing a department(s) where you have been responsible for setting policy, budgeting, directing, organizing and supervising the operations?
- No experience to less than three years of experience
 - Three years to less than five years of experience
 - Five years to less than seven years of experience
 - Seven years to less than nine years of experience
 - Nine years or more of experience
- * 8. SELF-RATING SUPPLEMENTAL QUESTIONS
For each topic (question) below, check the answer that best reflects your personal skill level in each item being rated.
Select "Yes" to continue:
- Yes
- * 9. Self-rating: Read, interpret and apply laws, court rules and procedures governing court records.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
- * 10. Self-rating: Develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
- * 11. Self-rating: Plan, coordinate, and direct the operations and activities of a department.
- I have never had a class or experience doing this
 - I have limited experience and/or education in this topic
 - I have done this under close supervision or the watchful eye of an experienced person
 - I can do this independently at a high level of expertise
 - I can do this independently, am recognized as an expert, and have trained others to do this
- * 12. Self-rating: Knowledge of legal terminology, documents and document processing procedures.

- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 13. Self-rating: Communicate effectively, verbally and in writing, to a variety of individuals and groups from diverse backgrounds.
- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 14. Self-rating: Establish and maintain effective working relationships with appointed and elected officials, assigned staff and the public.
- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 15. Self-rating: Supervise, develop, train, and evaluate the work of employees.
- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 16. Self-rating: Work under pressure and delegate responsibilities.
- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 17. Self-rating: Knowledge of Clerk's Office operations, practices and procedures.
- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 18. Self-rating: Experience with computer systems and software as they relate to the Clerk's Office and state judicial information systems.
- I have never had a class or experience doing this
- I have limited experience and/or education in this topic
- I have done this under close supervision or the watchful eye of an experienced person
- I can do this independently at a high level of expertise
- I can do this independently, am recognized as an expert, and have trained others to do this
- * 19. Describe your personnel management experience in the following areas:
- Employee recruitment and hiring
 - Performance evaluation

- Employee discipline up to and including termination

* 20. Describe your experience developing, implementing and monitoring written procedures and policies in compliance with court rules, local ordinances and/or state statutes including newly adopted legislation by giving specific examples.

* 21. Describe your experience in operations planning, and budget development and control. Include where your experience was obtained and any notable outcomes you achieved.

* 22. This position provides key services to a wide variety of customers including the judiciary, attorneys, legal staff and member of the public. Describe your experience in ensuring excellent customer service by giving specific examples.

* Required Question