



King County

Invites Applications for the Position of:

Juvenile Lead

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: 11/03/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 11/18/16 04:30 PM (GMT -8:00)

SALARY: \$25.26 - \$32.02 Hourly

LOCATION: Multiple locations in King County

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

DIVISION: Department of Judicial Administration

JOB NUMBER: 2016JF06253

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general 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 all qualified candidates that meet the minimum qualifications. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply.

WORK LOCATION: This position will be based primarily at the Juvenile Youth Services Center, 1211 East Alder Street but may attend training and meetings at our other locations including the King County Courthouse, 516 3rd Ave., Seattle WA 98104 and 401 4th Ave. N., Kent, WA 98032.

WORK SCHEDULE: This position is overtime eligible, 40 hours/week, Monday through Friday.

MATERIALS REQUIRED: A **resume**, **letter of interest** and **answers to the supplemental questions** are required in addition to your **application**. The **Letter of Interest** should detail your background and describe how you meet or exceed the requirements listed in this job announcement. (This will be used as a writing sample).

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact information: Please direct questions about this position to David Smith at 206-477-6774. If you have questions about the recruitment process please direct those to Joy Fernandes at 206-477-0774.

JOB DUTIES:

DJA is seeking a resourceful person to lead a group of 11 staff members. This person will train, provide work direction and coordinate schedules and activities for the team. In addition, they will interact with a wide variety of customers such as court staff, law enforcement agencies and the general public. The Juvenile Lead works closely with their manager to communicate the workload status, provide input on development opportunities for staff growth and offer ideas to improve current processes. The person selected for this position will be assigned a variety of tasks including but not limited to those listed:

- Encourage a group of 11 staff members to perform at the highest of their abilities.
- Schedule clerks for court coverage and coordinate additional coverage when needed.
- Monitor the status of the workload and assign staff to efficiently complete tasks
- Report workload status and identify potential setbacks to the manager
- Train staff in new or updated procedures
- Review audit reports and make recommendations for improvements
- Prepare correspondence with customers regarding court records
- Perform other Clerk's functions as directed by management or ordered by the Court

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Two years in an office environment with increasing responsibilities and a demonstrated ability to motivate a group toward the completion of a common goal or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

- Strong time management skills
- Experience providing excellent customer service
- Strong organizational skills
- Ability to maintain poise and composure under pressure
- Experience working in an ever changing work environment
- Experience with general office practices, procedures and equipment
- Ability to work effectively in a culturally diverse environment
- Experience promoting teamwork and recognizing the contribution of others
- Understands the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS: This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks. Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to 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.

Juvenile Lead Supplemental Questionnaire

- * 1. Have you ever been a member of a successful team? Describe your role in the success of the team?
- * 2. King County is committed to providing development opportunities for all employees. How would you contribute to this as the Juvenile Lead?
- * 3. As a leader how would you ensure your team successfully completes their goals? What would you do if see one of the goals is not on track?
- * 4. Describe a time you had to motivate a group to reach a goal. How did you motivate them and what was the outcome?
- * Required Question