



## CITY OF SEATTLE

# Judicial Operations Manager Job #2018-00171

<b>SALARY:</b>	\$41.50 - \$62.27 Hourly \$86,652.00 - \$130,019.76 Annually
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	02/27/18 04:00 PM Pacific Time

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### POSITION DESCRIPTION:

The City of Seattle's Municipal Court (SMC) is one of the highest volume courts of limited jurisdiction in the state with 7 elected Judges, 6 appointed Magistrates, and over 200 staff. The court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations. SMC is an innovative court with a community-based approach to judicial administration. For more information, visit us online at:

<http://www.seattle.gov/courts/>.

The Judicial Operations division is committed to supporting the Court through the judicial process. This role is accomplished through courtroom clerks, jury operations and court records. These units play a critical role in supporting the administration of justice through courtroom sessions, jury selection and maintaining casefiles. Judicial Operations works closely as a team with judges, magistrates, bailiffs, attorneys, interpreters and other criminal justice partners.

Judicial Operations is currently recruiting for a highly motivated and outstanding professional for our Judicial Operations Manager position. This is an exciting time to join the court as we move toward an implementation of a new Municipal Court Information System (MCIS). This position will report to the Chief Clerk/Director of Judicial Operations and will oversee three units: Court Services, Records Management, and Juror Services.

The ideal candidate:

- Has a solid background in managing teams
- Is committed to engaging and developing employees
- Has a passion for the work of the court, and a hands-on approach to continuous improvement
- Has an aptitude for identifying needs, implementing changes and evaluating outcomes
- Can communicate effectively at all levels, with an openness to ideas and recommendations

## **JOB RESPONSIBILITIES:**

Responsibilities include, but are not limited to:

- Manage the daily judicial operational support of courtrooms directly through four supervisors and indirectly through 35 support staff.
- Lead a diverse unit through: staff selection, training and development, counseling and coaching, performance evaluations, corrective action plans, compliance with collective bargaining agreements, sick leave review, staff problem resolution, and other administrative functions.
- Ensure the unit is meeting customer service standards in collaboration with stakeholders: staff, judges, attorneys (prosecution and defense), Seattle Police Department, Department of Licensing, and the public.
- Assess emerging issues, seek input, analyze source of problems, and develop and communicate proposed solutions.
- Improve processes and procedures by developing and implementing efficiencies.
- Respond to new legislation, court rules, and other changes that impact Judicial Operations by developing long-term program and policy recommendations.
- Develop and write directives, policies, procedures, manuals and memoranda to advise and guide employees.
- Serve as the Acting Chief Clerk/Director of Judicial Operations in the incumbent's absence.

## **Minimum Qualifications:**

- Bachelor's degree in a Business Administration, Public Administration, Court Administration or related field
- 5+ years of progressively responsible work experience in a Court or similar organization
- 2+ years of experience as a lead or supervisor
- Demonstrated ability to:
  - Develop and motivate teams in goal setting and performance
  - Address and resolve conflict
  - Manage change in a fast-paced environment
  - Plan, delegate and coordinate work
  - Identify needs, implement changes and evaluate outcomes
  - Communicate and express ideas and recommendations effectively
  - Work effectively with a diverse population

## **Desired Qualifications:**

- Expertise in MCIS
- Strategic planning experience in a court setting
- Experience working closely with elected officials
- Ability to express innovative ideas and bring them to fruition

## ADDITIONAL INFORMATION:

### **Hiring Process**

Direct link to apply:

<https://www.governmentjobs.com/careers/seattle/jobs/1969929/judicial-operations-manager>

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed NEOGOV online application.
2. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
3. Current resume indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position.

Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted. A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.

For more information on the Seattle Municipal Court, visit [www.seattle.gov/courts](http://www.seattle.gov/courts).

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2018-00171

<http://www.seattle.gov/jobs>  
JUDICIAL OPERATIONS MANAGER

[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.



Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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