

SOUTH DIVISION COURT COORDINATOR



**King County
District Court**

Where is KCDC located?

King County District Court has ten courthouse and jail locations throughout the County.

KCDC Profile:

KCDC is the largest and most technologically advanced court of limited jurisdiction in the State of Washington and is currently responsible for processing approximately a quarter of a million matters per year. The Court is a leader in many areas involving public safety and access to justice, including the use of problem solving courts, jail alternative programs and judge managed probation services. Thirteen cities contract with King County for judicial services that are provided by KCDC.

The mission of the KCDC is to serve the public by:

- Providing an accessible forum for the fair, efficient, and understandable resolution of civil and criminal cases; and
- Maintaining an atmosphere of respect for the dignity of all individuals.

The Court is administered by the Chief Administrative Officer and a Leadership Team that is committed to excellence. KCDC takes pride in providing quality public service in a cost-effective and efficient manner.

POSITION: South Division Court Coordinator
Kent Location

SALARY: Non-Union, FLSA exempt, Salary Range 55
\$54,765 to \$69,680 per year DOQ

LOCATION: Aukeen Courthouse, Kent, Washington

OPENS: September 10, 2008

CLOSES: September 30, 2008 at 4:30 p.m.

Scope of Responsibility:

Primary responsibilities include creating a team of employees willing and able to perform their duties, serving as the communication conduit between employees and management, and creating an atmosphere where employees willingly participate and attempt to excel. Additional responsibilities include supervising subordinate staff; end of day accounting, supplies, training, supervision and serving as backup to the Court Manager as requested.

Reports to the Division Director within the South Administrative Division of the KCDC which includes Burien, Kent and the Maleng Regional Justice Center locations. Serves at the Kent location courthouse or other location as assigned.

Work is performed at a professional level with the expectation of independent judgment and decision making as directed by the South Division Director, his or her designee, or other executive level staff.

Expected to demonstrate appropriate judgment, role modeling and technical expertise.

Essential Functions:

- Assists in maintaining effective working relationships with the Judges, staff, criminal justice agencies, other county agencies and the public.
- Assists with the development of new projects and serves on committees as required.
- Assists with hiring, discipline and termination processes.
- Handles complex issues, questions, sensitive and confidential matters.
- Assists in the formulation and implementation of court policies, rules, guidelines and procedures. Assures proper application within areas of responsibility.

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South Division Profile

The South Administrative Division is led by the South Division Director and includes operations located in the Burien Courthouse, Kent Courthouse, and the Maleng Regional Justice Center.

Benefits:

- Full King County benefits including medical, dental, vision, life and long-term disability insurance
- Vacation leave
- Sick leave
- Ten paid holidays per year
- Two paid floating holidays per year
- State retirement plan
- Deferred compensation program

- Assists with workload distribution and assigns specific tasks to subordinate employees.
- Conducts staff meetings as required.
- Supervises and evaluates subordinate staff.
- Assists with the training of staff.
- Assists the Court Manager as the point person for Kent location contracting cities.
- Has knowledge of the process and procedures for: relicensing program, protection orders and anti-harassment orders, and domestic violence matters.
- Designs forms as required.
- Prepares reports as requested.
- Performs end of day/month/year accounting duties.
- Monitors site's supplies and orders as needed.
- Works at any Court location on a regular basis.
- Is able to maintain regular attendance at assigned work sites.
- Assumes responsibilities of Court Manager in his or her absence as needed.
- Performs other duties as needed.

Knowledge, Skills and Abilities:

- Thorough knowledge of policies, procedures and laws pertaining to the operation of the King County District Court.
- Considerable knowledge of principles of administration, planning, supervision and organization.
- Considerable knowledge of local, state, federal laws and regulations that apply to personnel management.
- Ability to plan, delegate, coordinate and improve the work of Shoreline location.
- Ability to motivate subordinate employees.
- Ability to identify needs, develop long-range plans and to evaluate the results.
- Ability to clearly express ideas and recommendations orally and in writing.
- Possess a broad base of knowledge and extensive experience with software and personal computer applications.
- Ability to establish and maintain effective working relations with colleagues at the same or higher level, subordinates, union officials, other Court and County employees, as well as persons in other organizations, departments, agencies, and the public.
- Knowledge and ability to manage in a union environment.
- Possess strong organization skills, team building skills and be an agent of change
- Ability to be effective in group settings either as a facilitator or as a participant.
- Ability to work independently under pressure.

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Where to Apply:

Submit materials by e-mail, hand delivery or postal service to:

Karen L. Tall
Director of Human Resources
King County District Court
Office of the Presiding Judge
W1034 King County Courthouse
516 Third Avenue
Seattle, WA 98104

e-mail:

kcdc.humanresources@kingcounty.gov

KCDC is not responsible for incomplete e-mail transmissions. Applications that do not contain all materials requested will not be processed. Applications must be received by 4:30 p.m. on the closing date. **Postmarks are not accepted.**

Qualifications:

Must have a bachelor's degree in a related field of study, including but not limited to public administration, court administration, business administration, or criminal justice and:

- Four years of progressively responsible experience in a court setting, and
- Demonstrated ability to lead and manage change, and
- Valid Washington State Driver's license.

OR any combination of education and experience which provides appropriate knowledge, skills and abilities.

To be Considered for this Position, Please Submit:

- Letter of interest describing how you meet or exceed the minimum qualifications (no more than two pages);
 - A chronological resume; and
- A KCDC application form. The application form is available in two formats: Adobe Acrobat <http://www.metrokc.gov/kcdc/jobapp.pdf> or Microsoft Word <http://www.metrokc.gov/kcdc/jobapp.doc>