

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION SUPERVISOR, DISTRICT COURT

Spec No. 1125

BASIC FUNCTION

To supervise the non-judicial operations of district court division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises the non-judicial operations of a district court division; advise, assist and evaluates subordinates as necessary; provides training to employees; participates in the selection, hiring, promotion, discipline and termination of subordinate employees; verifies timesheets, maintains vacation, sick leave, overtime and comp time records.
2. Implements approved district court goals, policy statements, operating plans, methods and procedures for improvement; prepares resource requests; management reports and conduct staff meetings; participates in the development of the annual budget request and assists in the administration of the approved budget.
3. Supervises, monitors and reviews the divisions caseload, records management, juror utilization and facilities.
4. Supervises, monitors and reviews the timely collection and disbursement of all fines and court fees in conformance with state statutes.
5. Identifies the necessary purchase of supplies and equipment for the division and arranges appropriate maintenance services for the repair of facilities and equipment.
6. Maintains necessary records, including personnel; compiles statistical data and prepares required reports as assigned.
7. Supervises the processing and docketing of legal documents filed in district court and the issuance of documents including warrants, summons and commitments orders.
8. Supervises the providing of written and verbal technical information to the public; personally answers unique questions that subordinates cannot answer; receives and resolves complaints and problems from the public, other county departments and outside agencies.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- role of courts of limited jurisdiction in relation to state courts
- the theory, principles and practices of court management
- case flow management
- jury management
- principles and practices of personnel administration and labor relations
- principles and practices of intergovernmental and interagency relations
- budget development and administration
- planning and program development
- principles and practices of public administration
- standard office practices and procedures

Ability to:

- manage multiple projects and components concurrently, efficiently and accurately
- gather and evaluate data and make recommendations
- determine resource requirements
- utilized standard office equipment, computer applications and the internet
- work independently with a minimum of supervision
- communicate effectively both orally and in writing and graphically
- make presentations and facilitate group communication
- formulate recommendations and solutions to court needs
- exercise independent and appropriate decision-making skills
- manage organizational change
- demonstrate mediation, negotiation and conflict resolution skills
- work with diverse interest groups in a complex organization
- appreciate the role of the judicial branch in relation to the other branches of government
- make decisions within scope of assigned authority

SUPERVISION

The employee in this class reports to the Director of District Court Administration. Work is performed with considerable independence and is reviewed through observation, meetings, and by evaluation of results obtained.

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WORKING CONDITIONS

The majority of 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](#)

Class Established: July 2002

EEO Category: 2 - Professionals

Pay Grade: 109 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous