

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL ACCOUNTING ASSISTANT SUPERVISOR**

Spec No. 6075

### **BASIC FUNCTION**

To supervise the staff of the assigned division(s), in the County Clerk's Office which may be at multiple worksites depending upon division assignment; and, assist the divisional manager in the successful completion of all divisional duties.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides leadership for division(s) as a member of the department leadership team.
2. Provides technical training assistance to staff, including writing, training procedures, policies and process manuals; and possesses in-depth knowledge of generally accepted accounting principles, accounting controls, state laws, state and local court rules and Administrative Orders governing the operation of judicial financial, accounting policies, and processes in the Clerk's Office.
3. Participates in planning for automation and technical operations, procedures and standards of the division; ensures plans are implemented.
4. Plans, assigns, coordinates, supervises and evaluates the work of subordinates in the assigned division; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established policies and procedures; handles day-to-day personnel questions and issues.
5. Participates in and makes recommendations concerning the hiring, training, evaluation, discipline, transfer and termination of subordinate employees; develops work plans and monitors progress; assesses employee performance against established, goals and objectives; prepares performance evaluations of subordinate employees; counsels and coaches employees concerning job performance and makes recommendations to manager.
6. Develops, recommends and implements procedural changes, policies and standards for use by subordinates and ensure that areas of operation comply with applicable state laws, state and local court rules and Superior Court Administrative Orders; prepares statistical and financial reports; monitors and maintains required records.
7. Coordinates training of employees on state databases and Clerk's case management system (CMS); adds/deletes system users and grants security access rights; participates in recommending system software specifications and enhancements.
8. Coordinates operations and provides technical assistance while promoting partnerships with other county departments and programs, outside agencies, citizen groups, and the general public as required.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES (Continued)**

9. Analyzes and resolves all technical problems and questions encountered in the work unit that subordinate employees cannot answer; receives, investigates, and resolves customer's questions, problems and complaints.
10. Administers expenditures of divisional budget line items for supplies, equipment, extra help, overtime and printing; participates in the preparation of the divisional annual budget, divisional plans, goals and objectives.

#### **STATEMENT OF OTHER JOB DUTIES**

11. May prepare or provide backup for divisional payroll records and related correspondence and forms; approve leave requests; and monitor for federal and state law compliance.
12. Testifies in court cases as a subject matter expert regarding Clerk's Office policies, procedures and statutory responsibilities as required.
13. Ensures that the daily functions of the division are accomplished by providing back up and peak work load coverage for employees, performing any or all of the duties of subordinate employees as required; may be assigned Judicial Process Assistant Supervisor and/or Judicial Operations Assistant Supervisor duties.
14. Monitors, facilitates training and provides status reports on interns, volunteers and contract staff.
15. Acts as the divisional manager in his/her absence.
16. Collects, analyzes and reports division productivity data; designs and recommends new forms, information systems, and reports as appropriate.
17. Oversees special projects as assigned.
18. Attends continuing education and meetings as required; participates in technical planning meetings with manager and staff from other counties and staff from the State Administrative Office of the Courts.
19. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, criminal justice, public administration, business administration or closely related field; AND one (1) year experience as Judicial Accounting Assistant Lead; OR five (5) years of experience performing and supervising Clerk's Office judicial finance and accounting functions, OR any equivalent combination of training and/or experience that provides the required knowledge and skills. Must pass job related tests.

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### SPECIAL REQUIREMENTS

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

Typing of forty-five (45) wpm required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- Clerk's Office policies and procedures
- supervisory methods and techniques
- generally accepted accounting principles, accounting / cash handling / cash receipting controls, court document and filing related regulations
- procedures and practices of double entry bookkeeping
- general bookkeeping, accounting and cashiering methods
- payroll and attendance record keeping
- state law, state and local court rules, Superior Court Administrative Orders and county ordinances regarding judicial finance and judicial accounting
- standard office machine operation
- hardware/software used in judicial finance and judicial accounting processes
- computer software applications, including Microsoft Office Suite
- audit procedures and practices
- mediation and complaint resolution practices.

Ability to:

- read, understand, interpret and implement related state and federal laws, state and local court rules, Superior Court Administrative Orders, and the policies and procedures of multiple state agencies
- maintain accurate and complete financial records and prepare accounting reports and statements
- establish and implement accounting controls and procedures and comply with federal, state and county specifications and quality control standards for all accounting functions
- perform double entry bookkeeping
- evaluate programs, policies and procedures, and analyze operations and take effective action to correct deficiencies and resolve problems
- effectively supervise, train, coordinate and evaluate the work of subordinate employees
- meet deadlines and cope with constant interruptions
- operate state databases, collections software, and Clerk's CMS
- analyze, interpret and communicate complex superior court judgment, judicial finance and judicial accounting information
- establish and maintain effective work relationships with superiors, peers, subordinates, customers, and members of the legal and law and justice communities

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### KNOWLEDGE AND ABILITIES (Continued)

- deal effectively with and gain cooperation of the public under stressful conditions
- exercise sound judgment under hostile and stressful situations and solve problems in a professional and objective manner
- understand and follow complex oral and written directions
- communicate, both verbally and in writing, in a professional manner, using tact and diplomacy
- work independently and be self-motivated
- develop and maintain effective interpersonal relationships with diverse groups of people
- provide leadership and direction to the divisional work group
- effectively learn and apply technical aspects of automated court case management and accounting systems
- effectively schedule staff and maintain a cross-trained, rotating work team
- resolve technical software issues
- coordinate, assign and supervise staff at multiple worksites.

### WORKING CONDITIONS

The work is performed in all areas of the Clerk's Office and Superior Court, including the Denney Juvenile Justice Center and off-site locations.

### SUPERVISION

The employee in this classification receives direction from the divisional manager and has wide latitude in dealing with the day-to-day operations of the division. Employee plans and carries out successive steps and resolves problems in accordance with applicable laws, instructions, policies and accepted practices.

### PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes and material weighing up to thirty (30) pounds, daily crouching, bending, kneeling, and reaching, and sitting and/or standing for long periods of time; use of ladders/step stools may be required. There is also considerable arm/hand movement required for database entry. Pushing a cart over carpets, concrete, and aggregate surfaces may also be required.

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: September 1986 as Judicial Accounting Assistant III  
Revised: May 1998, February 2000, September 2016, July 2017, January 2019  
EEO Category: 2 – Professionals  
Pay grade 239 – Clerk's Association Pay Plan  
Workers Comp: 5306 Non-Hazardous