

SNOHOMISH COUNTY JOB DESCRIPTION

JUDICIAL CASE MANAGEMENT & JUVENILE MANAGER

Spec No. 6095

BASIC FUNCTION

To manage the Clerk's Office Judicial Case Management and Juvenile Divisions which process and maintain legal court documents and records in Civil, Criminal, Domestic Relations, Probate/Guardianship, Adoptions/Parentage, Involuntary Treatment/Mental Illness, Juvenile Offender and Dependency matters in Superior and Juvenile Court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, and manages the operations of Judicial Case Management and Juvenile Divisions; assigns and supervises the work of division employees, directly or through leads and/or supervisors.
2. Supervises, reviews and evaluates the work of division employees; selects, hires, and promotes employees, conducts performance evaluations of employees and counsels employees concerning job performance matters, determines the need for employee discipline and imposes or recommends disciplinary actions as necessary.
3. Implements new laws and procedures; develops written procedures and policies; monitors existing procedures for compliance with state statutes; takes action to correct deficiencies, resolves problems and ensures compliance with state laws; recommends contacts with the Prosecuting Attorney for legal opinions as necessary.
4. Prepares annual division budget; prepares program goals and objectives; collects and reports division statistical information; administers the approved budget.
5. Manages and supervises the development, acquisition, and installation of automated case management and electronic filing systems and assists in setting ongoing development standards for state level systems including changes and installation of information tracking systems.
6. Serves as liaison with the Washington State Administrative Office of the Courts; and represents the Clerk's Office on state and local level committees or task forces.
7. Manages the department's docketing functions including indexing/docketing, appeals, security of all court documents filed in Snohomish County Superior Court and Juvenile Court; and receipting at Juvenile Court.
8. Oversees the providing of technical legal processing information to the public; answers unique or technically difficult issues that employees cannot answer; receives, investigates and resolves the public's complaints and problems.
9. Trains Supervisors and Leads to write procedures and reports, to interpret court rules and state statutes, to delegate, to evaluate training programs and to analyze work performance.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, public administration or a closely related field; OR Institute of Court Management Certification Fellowship Certification; AND five (5) years of experience in the court system which includes two (2) years supervision/management of document processing OR any equivalent combination of training and/or experience which provides the required knowledge and skill. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- theories, principles and practices of management and supervision
- the Clerk's Office operations, practices and procedures
- court rules, procedures, laws and regulations governing Superior Court
- legal and procedural issues that have direct impact on the design of automated systems
- legal terminology, documents and document processing procedures
- automated systems and software as they relate to the Clerk's Office and state systems

Ability to:

- apply theory, principles and concepts to specific records, case management and customer service
- plan, organize and manage the operations of a County division or divisions
- effectively supervise assigned staff
- coordinate and prepare divisional budget
- analyze divisional operations and make recommendations
- work under pressure and delegate responsibilities
- establish and maintain effective working relationships with appointed and elected officials, assigned staff and the public
- communicate effectively, verbally and in writing, to a variety of individuals and groups from diverse backgrounds
- read, interpret and apply laws, court rules, and procedures governing court records
- understand and execute complex oral and written instructions
- effectively resolve problems under own initiative
- apply time management and organizational skills
- deal with distraught and/or hostile individuals
- provide excellent internal and external customer service
- provide a team environment

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SUPERVISION

The employee in this classification receives general direction from the County Clerk or the Chief Deputy Clerk and has wide latitude for dealing with matters of the divisions. The work is reviewed through meetings and periodic status reports, and evaluation of the results obtained. Direct supervision is exercised over assigned office staff.

WORKING CONDITIONS

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: December 1982 as Judicial Process/Records Supervisor

Previous Spec No: 721679

Revised and Retitled: August 1991, February 1999, April 2001, July 2005,

Revised and Retitled: January 2008

Revised: July 2016

EEO Category: 1 – Officials and Administrators

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous