

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL OPERATIONS MANAGER**

Spec No. 6088

### **BASIC FUNCTION**

To plan, organize, coordinate and manage the operations of the Judicial Operations Division including supervision and administration of Jury Management Services.

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

1. Plans, organizes, coordinates, and manages the operations of the Judicial Operations Division; assigns and supervises, directly or through leads and/or supervisors, the work of subordinate employees.
2. Advises and assists subordinates as necessary and provides for their training, either directly or through supervisors; selects, hires, promotes, disciplines, and terminates subordinate employees; conducts periodic performance evaluations of employees and counsels employees concerning job performance matters; determines the need for employee discipline and effectively recommends disciplinary action as necessary.
3. Implements new laws and procedures as necessary; develops and implements procedural and policy changes to increase the efficiency of courtroom operations and to increase the security of files and exhibits; monitors existing procedures for compliance with state statutes; takes action to correct deficiencies, resolve problems and ensure compliance with state law.
4. Prepares the annual Judicial Operations Division budget; prepares program goals and objectives; collects and reports division statistical information; administers the approved budget.
5. Administers the county jury management services; coordinates jury activities in Superior Court and District Courts; supervises the jury notification, summons, attendance tracking program and the jury payment system.
6. Supervises the preparation of the civil, domestic and probate motion and trial calendars.
7. Oversees the providing of technical information to the public; personally answers unique questions which subordinates cannot answer; receives, investigates and resolves the public's complaints and problems as necessary.
8. Trains Judicial Operations Leads to write procedures and reports, to interpret court rules, state statutes, to delegate, to evaluate training programs, and to analyze work performance.
9. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in judicial/public administration or a social/behavioral science; and four (4) years experience in a court setting; PLUS, one (1) year supervisory experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

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

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the theory, principles and practices of management;
- Clerk's Office practices and procedures;
- Superior Court rules and procedures, laws and regulations;
- legal terminology, documents and basic document processing procedures;
- general office practices and procedures.

Ability to:

- plan, organize and manage the operations of a county division;
- plan, coordinate, supervise and evaluate the work of subordinate employees;
- prepare and administer the annual divisional budget;
- analyze divisional operations, initiate changes and to take effective action to correct deficiencies and resolve problems;
- work under pressure and delegate responsibility;
- establish and maintain effective working relationships with appointed and elected officials, subordinates, and the general public;
- communicate effectively, both verbally and in writing;
- read, interpret and apply laws, rules, regulations, and guidelines governing divisional operations;
- understand and execute complex oral and written instructions.

### **PHYSICAL REQUIREMENT**

Expressing or exchanging ideas by means of the spoken word. Ability to receive detailed information through oral communication. Manual dexterity is required to operate office equipment.

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### SUPERVISION

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

### 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: March 1984 as Judicial Operations supervisor

Revised: August 1991, April 2001

Previous Spec No. 721684

EEO Category: 2 – Professionals

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous