



SUPERIOR COURT SUPERVISOR

Department: Superior Court
Job Class #: 160600
Pay Range: Professional 09 (Salaried)

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: In coordination with the Superior Court Administrator or designee, plans, organizes, manages, oversees and assists with the non-judicial operations and administrative functions of one or more divisions. Participates in developing and implementing goals, objectives, policies and standards applicable to the area of responsibility; reviews work of subordinate staff to ensure completeness and compliance with applicable state and local rules and regulations. Incumbents monitor operations to ensure they meet Court standards and comply with local, state and federal laws and regulations. Incumbents are expected to exercise leadership in instituting and administering policies, methods and processes for delivery of high quality, efficient, and cost-effective services. Incumbents handle highly sensitive, complex issues and/or situations and are expected to maintain the confidentiality of these matters.

ESSENTIAL FUNCTIONS:

- Plan, organize, evaluate and monitor work plans, programs, processes, systems and procedures to achieve Court and area-specific mission, goals and performance measures consistent with the Court's quality and customer service expectations.
- Plan, organize, direct and evaluate the performance of staff; establish performance requirements and individual development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, to address performance deficiencies, in accordance with Court human resources policies and labor contract agreements.
- Work closely with supervisors to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the Court's mission, objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Use research methods and prepare a variety of statistical analysis and reports.
- Monitor divisional budget.
- Participate in developing and implementing goals, objectives, policies and standards applicable to operational responsibilities; monitor the effectiveness of operations.
- Conduct operational and analytical studies and make recommendations as appropriate.
- Evaluate policies and procedures affecting areas of assigned responsibility; assist in development of policies and procedures to ensure compliance with applicable laws and Court rules as well as enhance service and facilitate effective case processing.
- Conduct audits of work procedures and products to ensure efficiency and compliance with applicable state and local rules and regulations; prepare procedural memorandum and manuals.
- Assess facilities and equipment needs; coordinates facility repairs and improvements.
- Review and approve purchase orders and requisitions.
- Identify and participate in resolving security issues.

SUPERIOR COURT SUPERVISOR

Classification Description – Pierce County

Page 2

- Perform analysis of new legislation and policies for impact on operations in areas of responsibility; inform employees and distribute information regarding new and revised legislation, policies and procedures; manage and participate in revising and implementing procedural changes to comply with new legislation.
Represent the Court in local, state and national policy and technical forums; participate on various task forces, committees and councils.
- Participate in the analysis of problems with entries in automated case management systems; enter and delete data and case information; correct clerical errors; vacate pleas and sentences in accordance with judicial decisions.
- Conduct internal audits.
- Assist in implementing, planning and coordinating community outreach programs.
- Provide assistance to customers at a public counter or by telephone to expedite matters and resolve complex and highly sensitive situations.
- Oversee and coordinate automated and telecommunications systems for area of responsibility; recommend new programs and upgrades to case management systems to improve processing of files and proceedings.
- Facilitate and prepare meeting minutes and agendas for staff meetings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

THERAPEUTIC COURTS

- Attend both the state (WSADCP) and national (NADCP) drug/therapeutic court conferences.
- Work to determine participant eligibility, when appropriate for the Therapeutic Courts by reviewing and evaluating criminal records, police reports, alcohol and drug evaluation reports, and psychiatric and psychological reports.
- Assist, when appropriate, in the development of individualized client service plans in cooperation with representatives of the criminal justice system, treatment facilities, and other community services in response to client needs.
- Assist attorneys in determining defendant/participant eligibility for services and benefits.
- Periodically attends court review hearings; when appropriate, assists the judge and other members of the therapeutic court team in reviewing compliance and progress of each defendant participant and makes appropriate recommendations.
- Present client reviews to the court for felony defendants enrolled in the Mental Health Court or for cooccurring disorders if court coordinator is unavailable.
- Act as the liaison between all interagency and community programs such as jail services, treatment providers, local hospitals, and local mental health Forensic Assertive Community Treatment (FACT) team.
- Brief the Presiding Judge, Therapeutic Court Judge(s), and Court Administrators on the status of the Therapeutic Court program(s).
- Prepare written materials (manuals, brochures, policies, procedures, webpages, etc.).

SUPERIOR COURT SUPERVISOR

Classification Description – Pierce County

Page 3

- Coordinate and facilitate Therapeutic Court Teams with planning/policy review and development.
- Schedule and facilitate regular Therapeutic Court Team meetings with relevant staff to review referrals and obtain treatment recommendations for the different therapeutic courts.

OTHER JOB FUNCTIONS:

- Perform other Court-related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of a Deputy Court Administrator; however, incumbents are expected to exercise independent judgment and make decisions within established policies and procedures. This position is responsible for the direct supervision of subordinates.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Superior Court Supervisor works in an office environment on a daily basis. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Court organization, ordinances, rules, policies, and procedures as they relate to the function, operations and administration of assigned area(s) of responsibility.
- Federal, state and local laws, regulations and court decisions applicable to area(s) of assigned responsibility.
- General functions and organization of the judicial system, including the various divisions of the Court, areas of litigation and the roles and functions of other legal and law enforcement agencies.
- Administrative principles and methods, including goal setting, program development and implementation.
- Principles and practices of public administration, including budgeting, reporting and maintenance of public records.
- Principles and practices of case and calendar management.
- Principles and practices of project management and implementation.
- Research methods and statistical analysis techniques.
- Customer service standards, policies, procedures and etiquette.
- Principles and practices of, organization, personnel management and supervisory practices.

SUPERIOR COURT SUPERVISOR

Classification Description – Pierce County

Page 4

Specific to Therapeutic Courts - Knowledge of:

- Substance use disorders, including treatment planning/monitoring, drug and alcohol treatment programs, mental health programs and community resources.
- Substance abuse disorders and mental health disorders and how they coincide.
- Recent developments, literature, resources, and best practices in the different therapeutic court fields.
- Performance measurement and outcomes in therapeutic courts.

Skill in:

- Plan and direct operations and functions of an assigned court location, litigation, operational or administrative division or unit, including the application of sound detailed knowledge, research and analysis of unit and Court-wide issues.
- Define complex unit issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
- Evaluate work processes and recommend and implement improvements.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Represent the Court and division effectively on diverse issues in a wide variety of forums.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Maintain sensitive and confidential information.
- Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with broad effects on division/unit and Court policies and issues.
- Establish and maintain effective working relationships with judicial officers, Court and County employees, supervisors, staff, union representatives, representatives of other governmental agencies members of the public and others encountered in the course of work.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Use independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Develop, implement projects and programs.
- Provide consultation, monitoring and management of a variety of people and agencies.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical and supervisory nature in support of Superior Court's goals and objectives.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Apply federal and state laws and regulations within the scope of this work.
- Supervise, evaluate, train and discipline subordinates.

SUPERIOR COURT SUPERVISOR

Classification Description – Pierce County

Page 5

- Lead meetings, facilitate work groups and represent department/division management and leadership.
- Plan, assign and coordinate the activities and duties of subordinates.
- Develop culturally diverse services.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Use and operation of personal computer, job-related computer programs such as Word, Excel, and Power Point, and other office equipment.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

Specific to Therapeutic Courts – Ability to:

- Identify mental health issues as they relate to co-occurring disorders of drug addiction and mental illness.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor's Degree in a related field from an accredited college or university and five years of progressively responsible court or legal experience to include one or more years in a supervisory/lead position OR any equivalent combination of experience and education is required. Positions in specific program areas may require program-related experience, education and/or training.

Specific to Therapeutic Courts – Minimum Requirements:

Bachelor's degree in a behavioral science or a related field plus five years of experience in an administrative position requiring systems analysis and/or court operations, to include one or more years in a supervisory/lead position OR any equivalent combination of experience and education is required. Positions in specific courts may require program-related experience, education and/or training i.e. case management, substance abuse and/or mental health. Master's degree preferred. Coursework in basic statistics and research methods desired.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of a Pierce County background investigation is required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.