

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

**Court Operations Supervisor
Position #01083027**

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
First Judicial District Scott County District Court Shakopee, MN	Court Operations Supervisor Exempt Unrepresented	Full-time 40 hrs/wk M-F 8:00 – 4:30	Internal and External

DESCRIPTION:

The First Judicial District is seeks a Court Operations Supervisor for Scott County District Court in Shakopee, Minnesota. This position will supervise operations and staff in the Criminal, Traffic, Juvenile and Collections Divisions and will report directly to the Court Administrator.

RESPONSIBILITIES:

- Manage operations and caseload within assigned divisions.
- Assign, direct, supervise and coordinate workflow of district court staff in designated divisions.
- Supervise and/or assist with processing of all cases filed within assigned divisions.
- Develop, recommend and implement new policies and procedures.
- Interprets statutes, rules and orders and provides recommendations on procedural questions.
- Prepares and reviews reports as needed, including MNCIS case exception or related reports.
- Acts as office supervisor in absence of the Court Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of court procedures and policies.
- Considerable knowledge of effective supervisory and management techniques.
- Ability to make decisions in accordance with laws, regulations, policies and procedures.
- Ability to maintain a variety of complex records and prepare reports.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to build trusting relationships among staff, judges, and county officials.
- Ability to express ideas concisely and clearly, both orally and in writing.

QUALIFICATIONS:

Graduation from approved high school or vocational school; considerable experience as a Senior Court Clerk and some supervisory experience required (or any combination of training and work experience which indicates possession of the required knowledge, skills and abilities). Associate or Bachelor's Degree in Business or related field preferred. Successful candidate will be required to pass a criminal background check.

SALARY RANGE & BENEFITS: \$20.23 – \$31.34 per hour. Hiring to the mid-point of range based on qualifications and experience. Eligible for full-time State of MN benefits package.

INTERNAL APPLICATION DEADLINE: Friday, August 3, 2007; 4:30 p.m.

EXTERNAL APPLICATION DEADLINE: Friday, August 10, 2007; 4:30 p.m.

TO APPLY: To request an employment application form, download from <http://www.courts.state.mn.us/?page=163> or call 651-438-8485. Submit completed application form, cover letter and resume to:

First Judicial District Human Resources
Dakota County Judicial Center
1560 West Highway 55
Hastings, MN 55033
EOE

