

**MINNESOTA DISTRICT COURT
SIXTH JUDICIAL DISTRICT**

COURT OPERATIONS SUPERVISOR

OFFICE & LOCATION

**St. Louis County Courthouse
Duluth, Minnesota**

WORK SCHEDULE

**Mon.-Fri. – 8:00-4:30
(37.5 HOUR WORK WEEK)**

DESCRIPTION: This is highly responsible supervisory and technical work in a District Court of the Minnesota State Court System. Under the supervision of a higher level court manager, work involves the direct supervision of subordinate staff; development of standards, controls, and policies necessary to administer the various programs and services; maintenance of standards within the framework of established Court and Court Administration policies; and coordination of the work towards the department's objectives. Work will also include scheduling responsibilities for a District Court judge.

RESPONSIBILITIES:

- Assign, direct, supervise and coordinate workflow of district court staff
- Evaluate work performance, provide leadership, support and direct court staff
- Interpret statutes, rules and orders and provide recommendations on procedural questions
- Supervise the processing of and process cases filed within assigned division; schedule cases
- Develop, recommend and implement new policies and procedures
- Perform a wide variety of complex court clerical and supervisory clerical assignments
- Develop, recommend and implement new policies and procedures
- Schedule caseload for district court judge.

KNOWLEDGE, ABILITIES AND SKILLS:

- Thorough knowledge of court procedures and policies
- Considerable knowledge of effective supervisory and management techniques
- Ability to make decisions in accordance with law, regulations, and departmental 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 express ideas concisely and clearly, both orally and in writing

QUALIFICATIONS: Graduation from an approved high school or vocational school, considerable experience as a Senior Court Clerk and some supervisory experience or any combination of training and work experience which indicates possession of the required knowledge, abilities and skills. Associate or Bachelor's Degree in Business or related field preferred.

SALARY: \$20.89 - \$32.36/hr. Hiring to mid point of range based on qualifications and experience. Excellent State of Minnesota benefits package included. For benefit information visit www.doer.state.mn.us

APPLICATION DEADLINE: Monday, November 5, 2007

TO APPLY: To obtain application and supplemental form, call 218/279-2560. Submit completed application, supplemental form, cover letter and resume to:

Sixth District Administration
Court Operation Supervisor - Duluth
11 East Superior Street, Suite 380
Duluth, MN 55802
Position No. 01085624
Equal Opportunity Employer