

A photograph of the Clark County District Court building, a large, multi-story structure with a prominent entrance featuring a set of stairs and a decorative pediment. The building is surrounded by trees and landscaping.

Clark County
District Court
Vancouver, Washington

Court Services
Division Manager
Position

WE ARE HIRING

Join our team as Court Services Division Manager and seize the opportunity to create real impact in our organization and beyond.

The mission of Clark County District Court is to serve people by delivering exceptional justice services; providing equitable access to the court and its programs; treating everyone with fairness and respect; and promoting diversity in our community and operations.

Requirements:

- Bachelor's degree in public administration, business administration or closely related field
- Four or more years' experience in managing court programs or systems
- Persuasive and empathetic communication skills
- Working effectively with judges and other elected officials
- Experience with effective supervision of staff and the employment evaluation process
- Demonstrated ability to resolve complex, controversial, and potentially divisive issues

APPLY NOW

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New District Court Courthouse Coming in 2026



Position Summary

This is an executive level position. Clark County District Court is a court of limited jurisdiction presiding over misdemeanor and gross misdemeanor crimes, infraction cases, small claims, civil, and civil protection orders. We are projecting to process approximately 53,000 case filings in 2024.

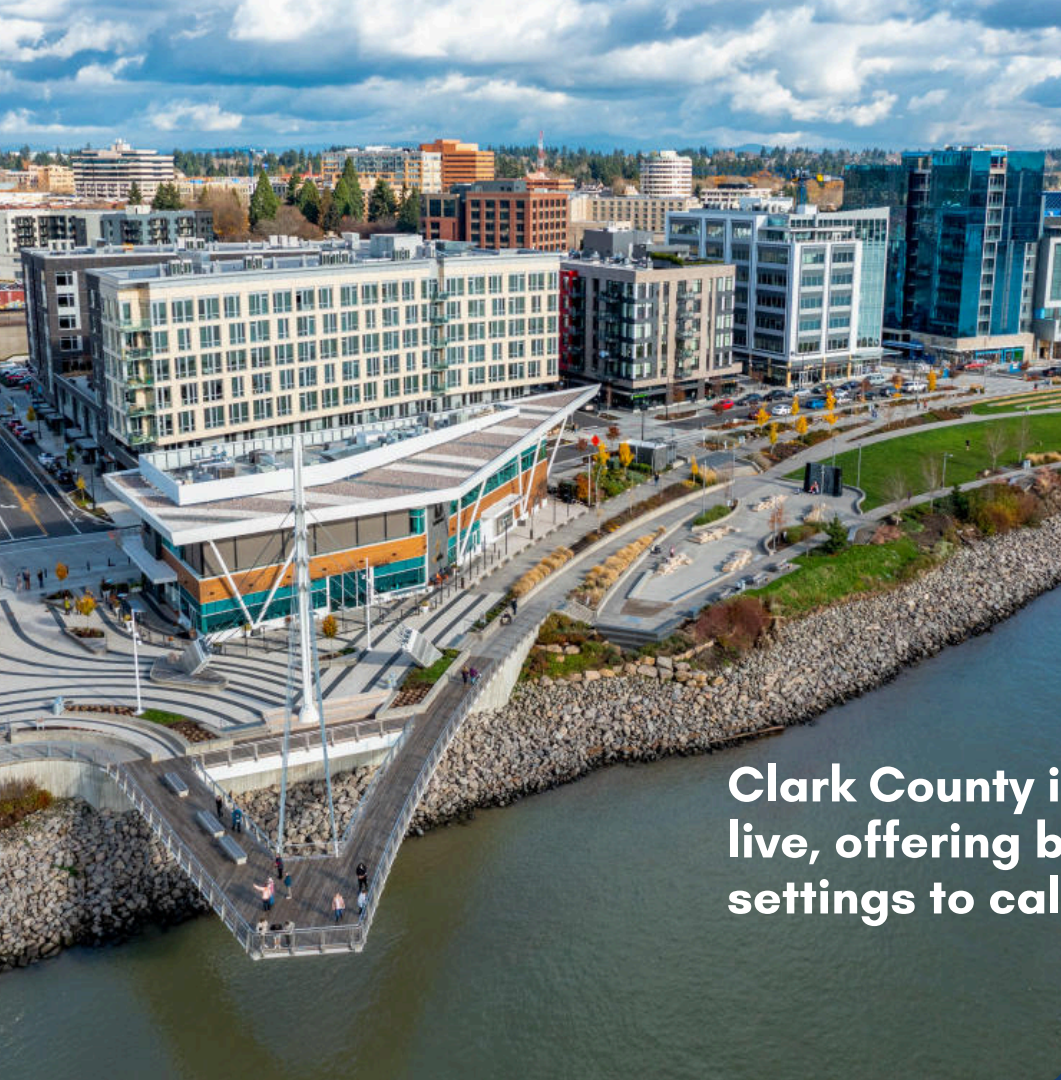
Clark County District Court has six elected judges and two appointed commissioners. We employ 115 staff between our court services division and our probation services division.

- The Court Services Division Manager reports directly to the Court Administrator and oversees the day-to-day operations of our public service, judicial operations, interpreter services, and therapeutic specialty court units.
- Assists in the coordination and development of the court's strategic planning efforts.
- Assists the Court Administrator with carrying out the administrative duties of the court.
- Provides professional guidance to direct reports.
- Performs and supervises other activities and projects assigned by the Court Administrator

Salary range: \$7,897 to \$11,056 per month

Anticipated starting salary range: \$7,897 - \$8,348 per month DOE

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Clark County is an amazing place to live, offering both urban and rural settings to call home.

Clark County has a population of 525,000 residents and was the third fastest growing county in Washington State in 2023.

Nestled in the southwest corner of Washington, it is only an hour to the coast and an hour to the mountains.

