

OREGON JUDICIAL DEPARTMENT

Manager 1

Knowledge, Skills and Abilities (KSAs):

- Knowledge of correct English usage, spelling, grammar, and punctuation
- Knowledge of terminology, forms, records, files, and documents encountered in the work of a program, court, or division
- Knowledge of budget and financial principles and procedures
- Knowledge of rules and processes related to the area(s) managed
- Knowledge of the principles and practices of management, including planning, organizing, directing, motivating, and making decisions
- Knowledge of the principles and practices of organizational development
- Skill in managing the use of resources to achieve the goals and objectives of the program, court, or division
- Skill in establishing and evaluating the effectiveness of operational procedures
- Skill in presenting information clearly and logically, orally and in writing
- Skill in dealing with individuals on the phone or in-person, from diverse backgrounds and with varying degrees of behavior
- Skill in interpreting and explaining applicable laws, rules, and policies
- Skill in organizing and prioritizing work with competing importance or deadlines
- Skill in performing research and analysis
- Skill in analyzing complex problems and applying principles and precedents to a particular set of facts
- Ability to perform complex arithmetical computations
- Ability to monitor budget expenditures and make projections for future budgeting
- Ability to perform the technical or administrative support functions of staff
- Ability to develop and maintain working relationships and communicate effectively with a wide variety of individuals
- Ability to maintain impartiality, temperament, perseverance, tact, and mental alertness
- Ability to operate complex computer systems and related software and a variety of office or multimedia equipment
- Ability to perform multiple tasks (sometimes concurrently) accurately, and in a fast-paced environment
- Ability to exercise time management skills, balance multiple priorities, and consistently meet time lines and due dates
- Ability to guide and motivate staff and lower-level supervisors to meet goals and objectives
- Ability to identify problems and develop alternative solutions