DECEMBER 2019
FLSA: EXEMPT
CLASS CODE: 90637

ASSISTANT COURT EXECUTIVE OFFICER – DEPUTY JURY COMMISSIONER (COURT OPERATIONS)

DEFINITION

Under administrative and general policy direction, provides highly responsible and complex management assistance to the Court Executive Officer (CEO) coordinating and directing non-judicial activities and operations within the county court system; assists the CEO in executing the long-term vision for the Court in collaboration with the Department Managers; provides leadership to enable management to effectively and efficiently maximize available resources; coordinates assigned activities with other court functions, officials, outside agencies, and the public; fosters cooperative working relationships among Court departments and with intergovernmental agencies; provides highly responsible and complex professional assistance to the CEO in areas of expertise; acts as CEO in the CEO's absence; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the CEO. Exercises general direction over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a single position executive level management classification, within the office of the CEO. Provides planning, policy development and oversight, and long range financial and strategic planning for the non-judicial functions of the Court as well as provides operational management to assigned functions that report to the CEO's office. Successful performance of the work requires knowledge of public policy, court functions and activities, including the role of the Presiding Judge of the Court, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing planning and operational goals and objectives, and for furthering the Court's goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers operations of the non-judicial activities of the Court, either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the Court's non-judicial and administrative functions and activities in accordance with court policy, established procedure and adopted policies and objectives of the Superior Court.

- Directs and coordinates the development and implementation of goals, objectives, and programs for the non-judicial operations of the Court; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with Court standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Directs and oversees the management of the Clerks Offices including Civil, Probate, Juvenile Dependency, Appeals, Criminal, Traffic, Juvenile Delinquency and Family Law, Jury and Courtroom Services.
- Directs the daily court-wide calendar operations ensuring efficient utilization of judicial positions and courtroom support for the expediency of trials and other legal hearings.
- Coordinates the activity of Court Operations with other agencies, courts, and county departments.
- Conducts a variety of agency organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Advises and directs subordinate managers and supervisors in the resolution of operational problems to increase efficiency, comply with judicial policy, and conform to applicable legislation.
- Acts as liaison between the local bar association and other law and justice agencies regarding the development and implementation of the integrated court- wide calendar.
- Monitors changes in laws, regulations, and technology that may affect Court operations; reviews, evaluates and interprets new legal requirements, laws and legislation affecting court programs and develops procedures to ensure compliance.
- Assists in negotiating employee labor contracts and responding to grievances; assists in the development of bargaining strategies; communicates and conducts presentations for the CEO and the Presiding Judge on the progress of negotiations.
- Serves as a liaison and coordinates public relations and information between administrators, staff, media representatives, community groups, local, state, and federal agencies, and the public to facilitate awareness of Court operations, programs, functions, resources, and events; establishes and maintains contacts with members of the media; coordinates the activities of court operations with other agencies, courts, and county departments.
- Directs strategic initiatives of Court Operations including research, analysis and planning.
- Advises, consults, participates on, and makes presentations to a wide variety of committees, and commissions on Court matters.
- Acts as Deputy Jury Commissioner of the Court.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to the administration of a California trial court system, including court operations, case management principles and organizational management.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures including the State of California penal code, code of civil procedures, civil code, family code, probate code, traffic code and California Rules of Court.

- Supervisory principles and practices, including work planning, reviewing and evaluating employees, employee training, concepts of motivation and discipline.
- Organizational planning, analysis, and workload management; work flow as it relates to courts, court organization.
- Principles, practices, methods, and procedures of budget development, administration, and accountability; fiscal and personnel management, and public funding as related to court administration.
- Statistical analysis and statistical report preparation.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Ability to:

- Assist in the development and implementation of goals, objectives, policies, procedures, work standards, and internal controls for the Court and assigned program areas.
- Plan, organize, direct, and coordinate the work of managerial, supervisory, technical, and office support staff; delegate authority and responsibility.
- Conduct effective negotiations and effectively represent the Court in meetings with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use tact, initiative, prudence, and sound independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with Court staff, judges, judicial officers, the legal community, governmental agencies, and the public.
- Use English effectively to communicate in person, over the telephone, and in writing.

Education and Experience:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, social or behavioral sciences or a related field, and five (5) years of progressively responsible administrative or management experience.

Desirable: A fellowship from the Institute of Court Management (ICM) and/or Graduate Certificate in Judicial Administration

Licenses and Certifications:

Possession of, or ability to obtain, an appropriate valid California's driver's license if required to drive.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or

calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must have the ability to sit or stand for extended periods of time, and must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.