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COURT EXECUTIVE OFFICER – JURY COMMISSIONER

DEFINITION

Pursuant to California Rule of Court 10.610, and acting under the direction of the Presiding Judge, the Court Executive Officer is responsible for overseeing the management and administration of the nonjudicial operations of the court and allocating resources in a manner that promotes access to justice for all members of the public, provides a forum for the fair and expeditious resolution of disputes, maximizes the use of judicial and other resources, increases efficiency in court operations, and enhances service to the public. The Court Executive Officer, in conformance with statutory responsibilities of the Clerk of the Court, also plans, organizes, and provides administrative direction and oversight for the Court's non-judicial and administrative functions and activities; provides policy guidance and program evaluation to the Superior Court's non-judicial functions and management staff; fosters cooperative working relationships with County administrators, committees, groups and boards; performs long range planning, preparation of annual reports and systems development; and performs related work as required. The Court Executive Officer is also the Jury Commissioner.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Presiding Judge and consistent with the law and rules of court, the Court Executive Officer must manage and is responsible for all of the following: personnel; budget; contracts; calendar management; technology; jury; facilities; records; recommendations regarding procedural and administration changes to the court; and, public relations. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The Court Executive Officer exercises general direction and supervision to the entire non-judicial staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The Court Executive Officer is accountable to the Presiding Judge of the Court and is responsible for enforcement of all non-judicial policies, procedures and regulations, the conduct of all financial activities, and the efficient use of the judicial resources of the Court's operations as established by the Judges of the Court. The Court Executive Officer – Jury Commissioner serves a dual function as administrator and Clerk for the Superior Court to provide for an efficient use of the judicial, financial and staff resources in San Joaquin County.

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.
- Plans, organizes, and administers operations of the Court either directly or through subordinate management and supervisory staff; coordinates and evaluates the operations of the Court in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Presiding Judge.
- Directs and coordinates the development and implementation of goals, objectives, and programs for carrying out court functions through assessing current and future needs; 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.
- Directs and oversees the management of Information Technology, Legal Research, Human Resources, Judicial Secretary, Collaborative Court, and Finance departments; and the Clerks Offices including Civil, Probate, Juvenile Dependency, Appeals, Criminal, Traffic, Juvenile Delinquency and Family Law, Jury and Courtroom Services.
- Oversees the preparation and implementation of the annual budget for the Court, including accounting, payroll and financial controls.
- Advises the bench on issues, programs, and financial status; prepares and recommends long- and short-term plans for the Court, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future Court needs.
- Represents the Court in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Performs investigations, studies, or surveys as the Court may request or as deemed necessary for the efficient and effective use of the Court's resources.
- Assumes responsibility for a variety of personnel actions including selection of staff, performance evaluations, training and professional development of non-judicial Court staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials including annual reports.
- 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 legislation, regulations, and technology that may affect Court operations; formulates, analyzes, and interprets proposed legislation that may affect the Court; makes recommendations to the Presiding Judge regarding operational changes; develops procedures for implementation of new or revised legislation.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- 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 Jury Commissioner.
- Performs other duties as assigned by the Presiding Judge.

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.
- Functions, services, and funding sources of a court system.
- 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.
- Principles, practices, methods, and procedures of budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to court administration.
- Current social, political, and economic trends affecting court operations.
- Techniques for effectively representing the Court in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Ability to:

- Plan, administer, coordinate, review, and evaluate the non-judicial functions, activities, and staff of the Court.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Presiding Judge of the Court.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all Court financial activities, including administering funds, the development and implementation of the Court budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with applicable laws, rules, regulations, and statutes.
- Conduct effective negotiations and effectively represent the Court in meetings with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations, and the media.
- 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 sound independent judgment within general legal, policy, and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and 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.

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 graduation from a four-year college or university with major coursework in in court administration, public administration, public policy, business administration or closely related field, and five (5) years of court management experience which demonstrates possession of and competency in requisite knowledge and abilities.

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, a valid California Driver's License by time of appointment.
- United States citizenship is required for appointment in accordance with the California State Constitution and Government Code.

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 Court and 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. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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.

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.