

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALPINE



EMPLOYMENT OPPORTUNITY

JOB TITLE: COURT OPERATIONS OFFICER
LOCATION: MARKLEEVILLE, CA
SALARY RANGE: \$62,781 – \$78,477 ANNUALLY
FILING DEADLINE: June 20, 2014 at 5:00 pm

OVERVIEW

Under the direction of the Presiding Judge of the Court, this at-will position has responsibility for the management of the non-judicial administration and day-to-day operations of the Superior Court, with a particular emphasis on fiscal and accounting responsibilities.

This position is responsible for performing fiscal, accounting and budgetary duties, and managing the administrative and operational functions of the Court including assigned duties in human resources, facilities maintenance fiscal management, information technology, and other court provided services. The position also provides day-to-day supervision of non-judicial staff. This position may also be required to perform specific duties consistent with California Rule of Court 10.610 of a Court Executive Officer, and is at-will FLSA Exempt.

RESPONSIBILITIES

EXAMPLES OF DUTIES (*illustrative only*)

- Performs fiscal, budgetary, and accounting duties and provides recommendations on fiscal matters.
- Maintains Court financial system and financial records; prepares financial reports as required.
- Monitors and audits cashier cash receipts; makes deposits; oversees trust accounts.
- Creates and manages uniform record-keeping systems, collecting data on pending and completed judicial business and the internal operation of the court, as required by the court and the Judicial Council.
- Manages and administers personnel processes including hiring and termination, training, development, coaching and performance management; monitors work flow and supervises, organizes, reviews and evaluates the work of assigned staff.
- Oversees and monitors the effectiveness of court operations; identifies problems; recommends and implements procedural and administrative changes.

- Works closely with the Presiding Judge in developing and overseeing programs, policies, and procedures of the Court, including personnel plans, record keeping, calendars and case flow management systems.
- Oversees the administration of the jury commission program.
- Oversees the management of all court automated systems and technology to insure the continuation of services to the public and the court.
- Plans and coordinates the collection, analysis and reporting of survey and statistical data to the Judicial Council and other governmental agencies.
- Serves as a liaison with the Judicial Council and the Administrative Office of the Courts.
- Performs other duties as required.

QUALIFICATIONS

Education/Experience:

Equivalent to possession of a bachelor's degree in finance, accounting, court administration, business or public administration, criminal justice, or a closely related field AND five years of professional level experience in fiscal, accounting, budget administration, including two years of supervisory experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Additional directly related experience may be substituted for the education on a year-for-year basis.

Knowledge of:

- Principles and practices of Court and/or public administration, including core functions of finance/budget control and human resources.
- Governmental accounting procedures and laws and regulations affecting Court fiscal operations.
- Budget development and administration; program planning and evaluation.
- General knowledge of Generally Accepted Accounting Principles (GAAP).
- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
 - Principles and practices of human resources administration including labor and employee relations, payroll and benefits, including integrated disability management practices, ancillary benefits, and payroll impacts on benefits administration. Basic understanding of information systems management.
 - Correct usage of business English.
 - Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Interpret, explain, and apply principles and practices of governmental accounting.
- Effectively represent the Court in handling fiscal matters with state entities, county departments and outside agencies, as needed.

- Evaluate problems related to fiscal, human resources, and general Court matters; and recommend alternatives and develop sound courses of action.
- Manage the daily operations of the Court in a smooth and efficient manner.
- Plan, organize, supervise, review and evaluate the work of staff.
- Manage, and evaluate technology to assist the Court.
- Develop and enforce policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate effectively in English, orally and in writing.
- Maintain confidentiality in the course of work.

LICENSE OR CERTIFICATE:

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

WORKING CONDITIONS:

- Ability to sit or stand for extended periods of time.
- Manual dexterity sufficient to operate a computer keyboard and lift or carry items weighing up to 25 lbs.
- Vision sufficient to read and write material.
- Ability to speak clearly on the telephone and before groups; and
- May require attendance at evening meetings or weekend sessions.
- **May require travel to attend meetings or training sessions as assigned.**

HOW TO APPLY

Interested persons are to submit a resume, a one-page narrative statement of qualifications, and the requisite court application. The narrative must be limited to one page and succinctly describe the applicant's specific qualifications for the position. The resume should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment, and a description of the duties performed. Mail or deliver a hard copy of the resume, one page statement of qualifications, and the completed application to:

Administrative Office of the Courts
Human Resources Services Office
Attn: Daniel O'Brien
455 Golden Gate Avenue
San Francisco, CA 94102

To ensure consideration of your application for the earliest round of interviews, please submit the resume, narrative and completed Court application by June 20, 2014, at 5:00 pm. Applications deemed incomplete may be excluded from consideration.