

Superior Court of California
County of Alpine
INVITES APPLICATIONS FOR THE POSITION OF
Court Executive Officer

Salary: \$130,000

Application Deadline: February 9, 2025



The Government Center for the Superior Court of California, County of Alpine

Live and Work Close to Nature in the Sierra Nevadas

Alpine County is a rural county located in the Sierra Nevada Mountains between Yosemite and Lake Tahoe. As California's least populated county, Alpine is a destination for those who like nature untouched. Forest, streams and rivers are readily accessible by car or foot. Recreational activities include biking, boating, camping, fishing, hunting, hiking, rafting, skiing, snowmobiling, snowshoeing, and mountain biking.

The Court Executive Officer Position

Under the direction of the Presiding Judge of the Court, the Court Executive Officer (CEO) positions provides leadership, strategic direction, and has overall management authority and responsibility for the non-judicial functions, administration, and day-to-day operations of the Superior Court. The CEO is responsible for all administrative and operational functions provided to the court and oversight of staff. The CEO is expected to serve as subject matter expert relative to court operations, program budget development and coordination, as well as goal setting for the court. The CEO will work directly with the Judicial Council as well as other court CEOs and their staff on policy and issues that affect the judicial branch of California.

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 10.603 of a Court Executive Officer and is at-will, FLSA Exempt.

Representative Duties include, but are not limited to:

- Plans, develops, and implements operational programs for the court including the development and implementation of organizational policies, procedures, and goals.
- Interprets and implements legislative changes pertaining to the management and delivery of court services; monitors trends and addresses changing needs.
- Ensures effective resource allocation, training, and performance management practices; recruits qualified staff and provides for employee development; ensures adherence to court personnel policies and procedures.
- Manages the human resource function, including oversight of court staff as well as administering payroll, benefits, and all other HR-related activities.
- Manages the preparation and administration of the court budget, including developing fiscal priorities, monitoring budget trends and policies, administering local court fiscal programs and financial reporting; ensures annual expenditures are within the court's budget allocation.
- Negotiates and oversees contracts on behalf of the court in accordance with established contracting procedures, applicable laws, and judicial branch policies and procedures.
- Develops and implements a strategic technology plan; evaluates and implements new technology, automated systems, and procedures that meet the court's operational and service delivery needs, including improvements to the court's case management system.
- As Clerk of the Court, implements and oversees practices to ensure the accuracy of court records in compliance with set judicial standards.
- Ensures that an efficient calendar management system is maintained.
- As the court's Jury Commissioner, oversees the court's jury management system, ensuring efficient delivery of juror resources in compliance with applicable legal and procedural requirements.
- Ensures the effective management and supervision of courthouse facility maintenance and security tasks to guarantee that office spaces are properly utilized, and the courthouse remains a secure and safe setting for all individuals.

The Court in Alpine County

The Superior Court for Alpine County is a two-judge court. The Court has one courthouse, and there are four (4) full-time staff positions. The management team for the Court consists of the Court Executive Officer.

Ideal Candidate should have the following:

Knowledge of:

- Practices and procedures of the California court system; pertinent legislative and operational mandates regarding court activities.
- Local, state, and federal laws, rules, and regulations related to court management, including complex legal concepts, terminology, principles, and procedures related to court processes and proceedings.
- General principles and practices of effective organizational structure and management.
- Principles of personnel management, supervision, and training of staff.
- General budgetary and administrative functions related to public agencies and the courts.
- Information and case management systems.
- Computers and the use of computer applications.
- Principles of, and techniques for, preparing and delivering effective oral and written presentations.

Ability to:

- Plan, organize, and manage the activities of the court and related services.
- Understand and apply relevant laws, regulations, ordinances as well as policies and procedures pursuant to California Law.
- Develop, implement, and revise court policies and procedures.
- Train and manage staff in the performance of all court functions in accordance with court policies and procedures, setting priorities with limited resources.
- Define problems, assess alternatives, and advocate for solutions consistent with the court's goals.
- Organize, prioritize, and coordinate multiple work activities and ensure critical deadlines are met while maintaining accuracy.
- Develop, control, and administer budgets and expenditures; forecast revenues.
- Operate court case management and accounting systems used at the court and the Judicial Council.
- Establish and maintain effective working relationships with other employees, judicial officers, court professionals and the public.
- Effectively represent the court in responding to inquiries, providing assistance and dealing with concerns from the public, community organizations, and other agencies.

Minimum Qualifications

Any combination of additional education, training and experience which would likely provide the required knowledge and abilities is qualifying.

Education: Possession of a bachelor's degree from an accredited university with major coursework in court administration, business or public administration, criminal justice, psychology, and sociology or a closely related field.

Experience: Five years of progressively responsible professional administrative experience in a court, judicial branch entity, or other governmental agency including two (2) years of management experience in a court environment or equivalent executive-level management experience in public service.

A valid California driver's license is required.

Compensation & Benefits

- **Salary** will be set at a rate of \$130,000 annually. Salary increases thereafter are subject to negotiation with the Presiding Judge.
- **Paid Time Off:** PTO is accrued based on years of service. Annual accruals are as follows: 0-6 years, 22 days, 6-10 years, 27 days, 10 years plus 32 days. PTO accrues up to two- and one-half times (2.5) the annual accrual. Prior public employment can be considered in calculation rate at time of hire.
- **Management Time Off:** The CEO receives 40 hours (5 days) of MTO paid leave per year. MTO does not accrue or rollover.
- **Holidays:** Employees receive 14 paid scheduled holidays and two paid floating holidays per year. Floating holidays do not accrue or rollover.
- **Deferred Compensation:** The court offers a 457 pre-tax or after tax (Roth) plan.
- **Retirement Health Insurance:** Employees with twenty years of full-time service in the California Court system are eligible for medical and dental benefits if the last five years of service are with the Alpine Court. The percentage of any such benefits paid by the Alpine Court will be offset by any benefit entitlements for medical and dental the employee may have accrued through prior service in other courts, if any.

Qualified individuals must retire from Alpine Court at the age of 55 or greater. Said retiree health insurance coverage is provided for the employee only. Retirees are responsible for their dependent's premium. Upon reaching the age of eligibility for Medicare, pursuant to the conditions listed above, the Court will offer a Medicare Supplement of its choosing for the continued coverage of eligible retiree only.

- **Longevity Pay:** The court pays a differential in an amount determined by the Presiding Judge above base salary after three (3) years of completed service continuing every three years thereafter.
- **Insurance Plans:** The court offers medical, dental and vision insurance plans with an option that is 100% employer paid for employees and qualifying dependents. The court provides employees with a term life insurance policy of \$20,000. Additional coverage may be elected at employee cost.
- **Retirement Pension:** Membership in the Public Employees Retirement System (CalPERS). The benefit formula is determined by CalPERS regulations and is 2% at age 55 for classic members and 2% at age 62 for new members. Employees pay 100% of the employee contribution and the court pays 100% of the employer contribution. The Court does not participate in Social Security.
- **Additional Benefits:** Court employees may also participate in optional insurance elections that include Supplemental Life, Accident, and Disability Insurance. An employer paid Employee Assistance Program is also available.

How to Apply

Interested persons are to submit a resume, a one-page narrative statement of qualifications, and the court's application. The court's employment application can be found at, <http://www.alpine.courts.ca.gov/general-information/employment>. 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. **Application materials are preferred to be emailed to Judicial Council of California at the following: Justin.Logan@jud.ca.gov** If needed, send via postal mail to: Judicial Council of California Attention- Justin Logan / Human Resources, 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 February 9, 2025, at 11:59 p.m. Applications deemed incomplete may be excluded from consideration.

The Superior Court of California, County of Alpine is an Equal Opportunity Employer.

