

## **ASSISTANT COURT EXECUTIVE OFFICER**

### **DEFINITION**

Under general direction, the Assistant Court Executive Officer plans, organizes, coordinates, controls and directs the activities of non-judicial operations and administrative functions of the Court (e.g., administrative services, court operations, information technology and mediation services); provides high-level technical, policy and program expertise to the executive/management/supervisory staff; and provides direct support to the Court to meet its organizational goals and objectives. Responsibilities also include program and budget development/monitoring; grant and contract management; establishing and evaluating business processes, policies and procedures; resolving operational and administrative issues; serving as a liaison with county departments, state and local agencies, the public and the media. This position is designated as "at-will" and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

### **DISTINGUISHING CHARACTERISTICS**

This single-incumbent, executive-level position is responsible for providing substantial oversight and direction to employees within multiple work divisions/units and for overseeing the non-judicial operations and administrative functions of the Court, directly and through subordinate supervisors/managers, or other Court employees. The incumbent receives limited direction and must exercise considerable discretion while demonstrating the highest level of integrity to independently complete assignments and duties. Errors in work or judgment could result in inefficient operations, poor community relations and possible litigation against the Court.

This class is distinguished from the higher-level class of Court Executive Officer in that the latter has overall management authority and responsibility for the non-judicial components of a court system pursuant to California Rules of Court, rule 10.610.

### **ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Assists the Court Executive Officer in the performance of duties described in California Rules of Court, rule 10.610.
- Serves as Acting Court Executive Officer in the absence of the Court Executive Officer.
- Assists with planning and implementation of organizational policies, procedures and goals for the Court, including the personnel plan, calendar and caseload management, automated systems and record keeping.
- Manages staff directly and through subordinate managers and supervisors including planning, scheduling, supervision, review and evaluation, disciplinary actions and other personnel decisions.
- Performs managerial duties including: recruitment; training development and delivery; prepares performance evaluations and provides performance coaching and management; scheduling, assigning and review of work; processing requests for leave; timekeeping; takes or recommends corrective and/or disciplinary action to address performance deficiencies in accordance with Court Personnel Policies and Procedures and labor contract agreements; and provides opportunities for professional development of staff.
- Monitors the effectiveness and results of Court operations; directs operational and analytical studies and makes recommendations where appropriate.

- Assists in the preparation and development of the Court's budget, monitors and reports on expenditures and implements fiscal plans; forecasts the Court's short- and long-range needs; determines necessary resources (i.e., staffing, equipment and supplies).
- Assists in the development of a court strategic plan; utilizes technical, analytical and project planning expertise in the areas of office and court automation; recommends goals and objectives; assists in the development and implementation of policies and procedures consistent with law and rules related to Court operations.
- Works closely with bench officers, attorneys, staff and other departments, agencies and system-partners to help define and coordinate a variety of activities; serves as a Court representative and participates in statewide work groups and committees.
- Serves as a liaison to the Judicial Council, state and county departments, the El Dorado County Bar Association, the public and media.
- Conducts analytical studies, and makes recommendations regarding court administrative services including facilities, operations, information technology, financial, and human resources.
- Develops, executes and manages memorandums of understandings, contracts and grants.
- Analyzes new laws, state rules and requirements that impact the courts and recommends revision of such systems and Court operations as necessary.
- Provides technical court-related expertise and assistance to internal and external customers; responds to complex and difficult questions, concerns and issues; and participates in the resolution of internal and justice system-related issues/concerns with affected parties.
- Oversees, prepares, composes or completes the creation of various forms, narrative and statistical reports, correspondence, agenda items, statistical data, spreadsheets, surveys, procedures or other documents; and maintains files and records.
- Maintains a positive and productive environment within the Court setting using principles of good customer service.
- Communicates clearly, concisely and effectively orally and in writing; exercises tact, objectivity, discretion, courtesy and sound judgement in handling highly complex/sensitive issues and situations with a variety of people from diverse, socio-economic and cultural backgrounds.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public and others encountered during work.
- Attends and conducts meetings and participates on assigned committees.
- Travels between Court facilities as necessary to carry-out duties.
- Performs back-up coverage for other staff.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Education: Bachelor's degree from an accredited college or university with major coursework in public or business administration, judicial administration, criminal justice or related field or graduation from the Court Management or Executive Management Program of the National Center for State Court's Institute for Court Management.

### **AND**

Experience: Five (5) years increasingly responsible professional administrative experience in a court environment or other organization with responsibility for managing staff and activities for major

operational or administrative functions or programs which includes two (2) years of managerial/supervisory experience.

Substitution: Additional qualifying experience may substitute for college education on a year-for-year basis. Education may not substitute for managerial/supervisory experience.

OR

Any combination of relevant experience and/or education that would demonstrate the individual possesses the necessary knowledge, skills and abilities as determined by the Court Executive Officer.

**Desirable Qualifications**

Experience with a public agency or court.

**Knowledge and Abilities**

Knowledge of:

- Superior Court programs, functions, characteristics, services or divisions/units.
- Principles, practices and methods of workforce management and supervision including leadership, motivation, team building and conflict resolution.
- Communication techniques for gathering, evaluating and transmitting information and directing group discussion.
- Statutes, rules and policies relating to court legal processes and procedures.
- Principles of management and analysis and organizational design necessary to analyze, recommend and implement change.
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs.
- Public and program funding, budgetary preparation, cost analysis and fiscal management.
- Principles and practices of policy and/or procedure development and implementation.
- Principles and practices of research and analysis, including basic mathematics and statistical development and reporting.
- Correct English use, punctuation, spelling and grammar.

Ability to:

- Take management authority and responsibility for the smooth and efficient operation of the Court.
- Lead change by continual learning, flexibility and strategic thinking.
- Lead people by conflict management, integrity/honesty and team building.
- Drive results by accountability, decisiveness and problem solving.
- Build coalitions by effective oral communication, political savvy and written communication.
- Analyze complex technical and administrative problems, evaluate alternatives, project consequences of proposed actions and adopt effective courses of action.
- Research, analyze and evaluate new service delivery methods and techniques.
- Supervise and evaluate the work of staff through subordinate managers or supervisors.
- Communicate clearly, concisely and accurately, both orally and in writing.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Administer projects, as part of a team or as project lead, within the project scope, time constraints and resource constraints to achieve the desired objective.

- Use work-related computer applications such as e-mail, word processing, spreadsheets and/or the internet.
- Maintain confidentiality of information and exercise discretion and independent judgment.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Understand, follow and give written and oral instructions.
- Complete all duties as assigned timely and accurately.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Demonstrate business acumen/subject matter expertise as acquired through formal training and education or extensive on-the-job experience.

**Other Requirements**

- Possession of a valid driver’s license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

**Working Environment:** Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for over-time.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

<b>Job Title</b>	Assistant Court Executive Officer
<b>Classification Status</b>	UM
<b>Representation Unit</b>	None

<b>FLSA Status</b>	Exempt
<b>Established</b>	07/2002
<b>Revised</b>	07/2022
<b>Previous Title</b>	N/A

**General sign-off:** I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature \_\_\_\_\_

Date \_\_\_\_\_