

ASSISTANT COURT EXECUTIVE OFFICER

DEFINITION

Under general direction of the Court Executive Officer, assists in the administrative and operations of the El Dorado County Superior Court; assists the Court Executive Officer in the planning, coordinating, organizing, and directing of the non-judicial activities; makes recommendations of organization, financial management, and other court operations procedures; assists in the supervision and managing of the workload and staff in the department; and acts for the Court Executive Officer in the Court Executive Officer's absence. The Assistant Court Executive Officer classification is an "at-will" position and works at the pleasure of the Court Executive Officer.

DISTINGUISHING CHARACTERISTICS

This executive level position is responsible for program development and coordination, directing strategic initiatives of the court planning and plays a significant part in financial operations as well as overall daily management of court-wide administrative functions. Incumbents in this position will work in collaboration with the Court Executive Officer in the execution of all of the Court's administrative and operational responsibilities and will assist in the formulation, review, and implementation of administrative and operational policies and procedures. An incumbent in the position requires a high level of initiative, judgment and the ability to make independent decisions, and work in collaboration with the Court Executive Officer in the execution of all of the Court's administrative responsibilities. In the absence of the Court Executive Officer, this position will assume the responsibility for departmental policy administration. This class is distinguished from the lower class of Court Operations Manager in that the latter is primarily involved in the daily management of programs, functions and operational units. This class is distinguished from the higher class of Court Executive Officer in that the latter has overall management authority and responsibility for the non-judicial components of the unified court system.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY) DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Assists the Court Executive Officer in planning, organizing, directing and reviewing the non-judicial operations and administration of the court.
2. Develops policies and procedures to carry out some or all of non-judicial functions of the court or major program areas.
3. Reviews, evaluates and interprets new legal requirements, laws and legislation affecting court programs, and develops procedures to carry forward changes and oversees their implementation.
4. Consults with and assists the Court Executive Officer concerning departmental policies, goals, and priorities; assists in the formulation, review, and implementations of departmental projects, Court policy and procedures; coordinates division operations within the Court.
5. Consults with and assists the Court Executive Officer for improvements on court calendars, case flow management, staff assignments, and issues with regard to the automated system; confers with staff regarding the status of on-going projects; advises the Court Executive Officer on the overall operation of the Court's support staff; monitors and evaluates department operations and effectiveness; develops and recommends improvements.
6. Manages staff, directly and through subordinate managers and supervisors including planning and scheduling, supervision, review and evaluation, disciplinary actions, and other personnel decisions.

7. Manages and coordinates, directly and through others, purchasing processes, facilities management, information technology processes and strategies, budget preparation and analysis, document and workflow design and analysis, and other administrative functions.
8. Manages and coordinates projects, and coordinates the activities of assigned functions with other agencies and departments.
9. Troubleshoots and resolves conflicts between judicial officers and other court support staff.
10. Directs strategic initiatives of the court, including research, analysis and planning for financial operations.

QUALIFICATIONS

Knowledge of:

Policies, practices, rules, regulations and procedures related to the management of court programs and activities.

Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training and discipline.

Administrative principles and practices, including goal setting, planning and policy, and procedure development.

Principles of budget administration and control.

Case management principles.

Ability to:

Take full supervisory responsibility, directly and through subordinate supervisors, for other employees with minimal direction from the Court Executive Officer.

Exercise considerable discretion with respect to assignments and duties.

Analyze complex technical and administrative problems, evaluate alternatives, and adopt effective courses of action.

Represent the court effectively in meetings with others and establish and maintain effective working relationships with those contacted in the course of work.

Establish and maintain effective communications and relations with judges, the legal community, co-workers, agencies, and groups that interact with or are associated with court processes, and with the public.

Write clear, reasoned, and well-organized memoranda and reports.

EDUCATION AND EXPERIENCE

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 equivalent to a four-year degree from an accredited college or university with major concentration in business, public administration, judicial administration, or related area; or graduation from the Court Executive Development Program of the Institute for Court Management of the National Center for State Courts. Increasingly responsible management or supervisory experience in a Court setting may be substituted for college education on a year-for-year basis.

Five years of increasingly responsible work in a court system, with at least two years in an administrative or supervisory position.

OTHER REQUIREMENTS

Possession of a valid California driver’s license at the time of appointment.

Criminal History and Background Check: Candidates will need to pass a security clearance investigation conducted by El Dorado County Sheriff’s Department.

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; to 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.

Miscellaneous Requirements

Employees are required to pass a fingerprint clearance with the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI)

Working Conditions

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.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, 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.

Classification Status	UM
Representation Unit	None
FLSA	Exempt
Established	07/01/2002
Revised	
Previous Title	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature _____ Date _____