



Superior Court of California County of Humboldt

RECRUITMENT EMPLOYMENT OPPORTUNITY

EOE/ADA

Operations Manager

Salary Range \$75,000 - \$95,000/year plus benefit package

Final Filing Date: September 07, 2015

Interview Date to be Announced

The Position:

Under general direction, assist with planning, organizing, supervising, training and evaluating work assignments of Court Manager I/II and supervisors in the Criminal, Traffic, Civil and Family Divisions. This position also regularly directs the work of two or more subordinate Court employees, and exercises discretion and independent judgment. This position is unrepresented and at-will.

DISTINGUISHING CHARACTERISTICS:

Court Operations Manager is a managerial, confidential and at will position. Court Operations Manager is distinguished from Court Manager I/II as it is responsible for the overall management of all divisions of Court Operations.

Essential Duties: *(Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)*

- Serve as a member of the Executive team, assume responsibility for managers/supervisors and their departments;
- Oversee the overall management and day to day operations of their prospective divisions through subordinate managers and supervisors;
- Manage all Court Operations for effectiveness and timeliness of all duties;
- Provide necessary ongoing training and instruction to court support staff as to procedures, regulations and policy changes;
- Training and orientation of new employees in unit operations and performance expectations;
- Meet with Courtroom Clerks and Court Reporter leads weekly;
- Supervise and oversee recordkeeping including; data entry into computerized case management systems, preparation of indexes and direct retention, destruction and storage of court records;
- Interpret state and local laws, ordinances, rules and regulations to the public, attorneys and court employees;
- Assists with maintaining accounts for fines;
- May perform in-court clerking duties in main or outlying courts during staff shortages as a backup for courtroom clerks;
- Explain policies and procedures relating to criminal, civil, traffic, family, juvenile, probate, appeals, small claims, traffic and jury service matters to the general public and attorneys;

- Assist the Court Executive Officer in: analyzing court procedures, forms and processes, developing more efficient workflow methods, and implementing manual/automated systems;
- Conduct research to determine appropriate legal procedure when operational or other legal clerical issues or conflicts arise in the course of daily operations by utilizing legal books, computer programs including the internet, staff resources, management and policy directives, or any other viable resources as required;
- Meet with the CEO and administrative staff to evaluate departmental goals, objectives or problems;
- Attend staff and other work related meetings, workshops, seminars, and other continuing education opportunities to implement clerical and general office policies;
- Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with all members of the Court community and the public;
- Conducts or participates in personnel activities for supervised employees, including, but not limited to: recruitment efforts, hiring interviews, hiring decisions, training, development, counseling, motivating, monitoring and evaluating performance in a timely manner, discipline or discharge events, and maintenance of subordinate employees' work quality and quantity standards;
- Research and record statistical and analytical information, draft reports concerning such information for both internal (Court management) studies and external (Judicial Counsel) surveys;
- Monitor and critique ongoing office operations, form design, records management, equipment and supply ordering, procurement, invoice processing and payment;
- Evaluate Legislative developments and evaluate their impact on the service area and develops recommendations to ensure compliance and acceptable delivery;
- Develop and maintain unit policies, procedures and work standards, develop and implement organizational goals, objectives and policies;
- Familiarity with procedures, legal documents, and protocol of courtroom clerking;
- Participate in financial budget planning; and
- Analyze and react to legislative changes with impact on Court Operations.

Knowledge, Skills and Abilities:

The ideal candidate will possess the following knowledge, skills and abilities:

- Practices of administration, personnel, supervision;
- Budget management, statutes, rules and court regulations;
- State codes, ordinances, and Court procedures related to courtroom and operational functions;
- Bookkeeping procedures sufficient to maintain records of fines, fees and public funds;
- Court procedures and functions in criminal, traffic, civil, probate, appeals, family law, juvenile, small claims and jury services divisions of the court;
- Employee development, work force development, supervision, training, performance management;
- Judicial branch operations, relationship of court to various justice partners, other public and community agencies;
- Ability to plan, organize, administer and coordinate a variety of court programs and services within the division assigned;
- Analyze complex administrative problems, evaluate alternatives and adopt effective courses of actions;
- Operate personal computers and software programs related to court activities;
- Read, comprehend and interpret complex technical and legal documents;
- Plan, organize, review, and evaluate the work of division managers;
- Solve a wide range of court problems;
- Maintain accuracy and detail in recording and reporting of legal, statistical and financial data;

- Write to convey ideas, procedures and court orders;
- Write clear and concise correspondence, memos and reports for the Court; and
- Effectively manage staff in performance, attendance, work assignments and discipline.

EDUCATION AND EXPERIENCE:

The Court Operations Manager qualifications require an applicant to possess a combination of experience and education that would produce the required knowledge and abilities. The following are combinations of education and experience that likely will provide the required knowledge, skills, and abilities to qualify as a Court Operations Manager. Typical ways to obtain the knowledge, skills, and abilities would be:

- Completion of a Master’s degree in public or business administration, criminal justice or a closely related field; and five (5) years in an increasingly responsible managerial position involving legal process work.

OR

- The equivalent to ten (10) years of full-time management experience in preferable a court setting, legal or public sector setting, including management of multiple divisions.

OR

- Any combination of education, experience and leadership skills that would provide someone with the equivalent knowledge, skills and abilities to meet the minimum qualifications of the position.

Other Requirements:

- Possession of a valid California driver’s license; and
- Passing a detailed background and/or criminal history check.

Employment Eligibility

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the testing procedure as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street, and taking the elevator to the 3rd floor. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 269-1245 well in advance of the exam/interview for assistance.

Benefit Package Includes:

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 5 PERS Health Ins. Plans
- Dental & Vision Plans
- Life Insurance provided by employer (\$25,000.)
- 457 Deferred Compensation Plan available
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Flexible Spending Account (FSA)

The provisions of this announcement do not constitute an implied or express contract, and any provisions contained in this announcement may be modified or revoked at any time.

How to apply

The job announcement, application and supplemental questions may be obtained by contacting the Superior Court of California, County of Humboldt, Court Human Resources Department, 825 5th Street, 3rd floor, Rm #301, Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov, or by calling 707-269-1245. It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested. A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral interviews.

The completed original application and supplemental questions must be filed with the Court Human Resources Department no later than 5:00 PM on September 07, 2015. Faxed applications will be accepted at 707-445-5769 and MUST be followed by the original application postmarked no later than Septemebr 07, 2015.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected

