



Superior Court of California  
County of Calaveras

## **COURT OPERATIONS MANAGER**

### **POSITION SUMMARY**

Under limited direction, manages and directs all non-judicial staff and day-to-day operations of the Superior Court while performing other duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The classification of Court Operations Manager is a confidential, at-will position that continuously manages and directs all non-judicial staff and day-to-day operations of the Superior Court while performing other short-term and long-term duties as required. The Court Operations Manager is responsible for the accurate and efficient delivery of all administrative services provided by the Superior Court and may serve as Acting Executive Officer in the absence of the Executive Officer.

### **EMPLOYMENT AT WILL:**

The Court Operations Manager classification is established as an “at will” position. The incumbent serves at the pleasure of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in this position at any time, with or without advance notice, and with or without cause.

### **SUPERVISION RECEIVED AND EXERCISED**

The Court Executive Officer or other court staff as directed.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

#### **Employee must have proficient knowledge of:**

- General principles and practices of public administration, including core functions of human resources and finance/budget control.
- Relevant codes, policies and procedures of the Superior Court administrative process.
- Organizational structure and function of the Superior Court system including the Judicial Council and the Administrative Office of the Courts.
- General accounting standards and practices.
- Experience with a court related case management software application.
- Microsoft Professional Office Suite computer software applications.

#### **Employee must have the following skills and abilities:**

- Organize and direct multiple court programs and services.

- Analyze information and provide clear direction to staff as well as clear and concise recommendations to the Judicial and Executive Officers.
- Effectively apply a variety of policies, rules, procedures and regulations.
- Work independently with limited instruction and sound judgment.
- Establish and maintain cooperative working relationships with others, including judicial officers, attorneys, supervisors, co-workers, other agencies and the public.
- Use a personal computer and software, including the court's automated case management system.
- Maintain confidential information according to legal standards and/or court regulations.
- Communicate ideas effectively both orally and in writing.
- Effectively represent the court in responding to inquiries; providing assistance and addressing concerns from the public, community organizations and other agencies.

**Employee must have and maintain the following certifications / licenses:**

- a. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

**Employee must not contribute to or create a hostile work environment:**

- a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
- b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.

**Employee must have the following minimum experience or training:**

Any combination of experience and education, which would likely provide the required knowledge and abilities, is qualifying. A typical way to qualify is:

- Educational level equivalent to a high school diploma or GED; *and*
- Seven (7) years of progressively responsible experience in a Superior Court setting with at least two (2) consecutive years continuously supervising at least five (5) full-time employees.

A Bachelors degree in Criminal Justice, Public Administration or a related field may be substituted for two (2) years of the required administrative experience.

**TYPICAL PHYSICAL REQUIREMENTS (With or Without Reasonable Accommodation)**

- Ability to use a personal computer and its peripherals including keyboarding, mouse and monitor use for extended periods of time.
- Ability to grasp and manipulate files.

- Frequent hand and/or wrist motion.
- Frequent reaching at or above shoulder level.
- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court;
- Normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication;
- Lift boxes of stored documents weighing up to 30 pounds.

**ESSENTIAL FUNCTIONS/TYPICAL DUTIES:**

Depending on assignment, duties may include, but are not limited to, the following:

- Assist in the development and implementation of administrative and financial goals, standards and policies.
- Assist in the development and oversight of the annual budget process.
- Assist in all aspects of the labor negotiation process.
- Plan, coordinate and direct the work and training of all non-judicial staff including ongoing evaluations of public services delivered.
- Assist as backup to supervisory personnel, including performance of related duties.
- Oversight of all non-judicial recruitment processes.
- Evaluate non-judicial staff directly as well as through subordinate supervisors including oversight of all disciplinary actions.
- Monitor legislative and policy developments including analysis thereof for legal and administrative compliance.
- Assist in the oversight and evaluation of all technology and facility projects and/or upgrades.
- Represent Superior Court with other agencies and the public.
- Provide administrative support to Judicial Officers.
- Apply ongoing, sound judgment and initiative while interacting with Judicial Officers, court staff, outside agencies and the public.
- Perform other duties and/or projects as assigned.