



Superior Court of California  
County of Calaveras

**COURT EXECUTIVE OFFICER**

**DEFINITION:**

Under direction of the elected judiciary, manages the non-judicial functions of the consolidated courts; coordinates and supervises court operations and personnel in accord with judicial direction; does related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a management level position which is appointed by and serves at the pleasure of the elected county judiciary. The successful incumbent will be selected and appointed by unanimous agreement of the presiding judges; as an at-will position, the incumbent may be terminated at any time, without cause, at the request of any one presiding judge. This is a Departmental Head level position, and the incumbent is expected to assume responsibility for all aspects of non-judicial court operations, inclusive of staffing and fiscal operations.

**EXAMPLES OF DUTIES:**

Plans, coordinates, organizes and directs non-judicial activities of the Consolidated Courts; formulates, establishes and implements court policies and procedures in accord with judicial standards and requirements; supervises, trains and evaluates support staff, overseeing the administration of county and court personnel policies and practices; develops, prepares, monitors and administers court budgets; reviews, interprets and implements applicable legislation as needed, ensuring the judicial staff are properly advised regarding any necessary changes in court procedures or operations; identifies, implements and manages court automation functions; manages court information systems; sets-up and manages staff training programs; reviews, evaluates, manages and assigns work related to pending caseloads, court calendar, assignment of judges and other administrative tasks; handles purchasing responsibilities, including that related to the department; sets up and manages effective jury system in compliance with efficiency and cost standards; directs court reporters as required; develops and manages a uniform and coordinated record management system, ensuring compliance with set judicial standards; acts as liaison with County and other governmental agencies; represents the Consolidated Courts before interested groups, the public and governmental representatives; develops procedures for the release of information concerning court matters to interested parties, including media; develops printed brochures, handouts and other materials concerning court procedures and general court matters; represents the judges as directed.

**DESIREABLE QUALIFICATIONS:**

**KNOWLEDGE OF:** practice, procedures of the California Court System; pertinent legislative and operational mandates regarding court activities; general budgetary and administrative functions as relates to public agencies and the courts; practices and principles of effective personnel management; modern information management systems.

**ABILITY TO:** effectively and efficiently manage consolidated court operations from a nonjudicial perspective; effectively serve as liaison between judges, staff, public, governmental officials and other parties; effectively and efficiently identify, develop and implement operational policies procedures and standards; develop and manage court record maintenance systems; supervise, evaluate, and train staff.

**SKILL TO:** work effectively, efficiently and cooperatively with others while ensuring that the goals of the court and its judicial representatives are carried out.

**TRAINING AND EXPERIENCE:**

Equivalent to graduate from an accredited four year college with a degree in court administration, public administration, business administration or a related field and six years of demonstrated court management experience. Additional experience may be substituted for the college degree on a year for year basis.