



THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF CALAVERAS



invites applications for the position of

COURT EXECUTIVE OFFICER

Salary between \$143,788.00 - \$155,588.33

Application Deadline: October 31, 2024

About the Court

MISSION: “The court’s mission is to provide equal access to justice for all and where we are committed to maintain and enhance the public’s trust and confidence in the court system.”



The court has two judges and one commissioner. The annual operating budget is just over \$3.6 million for Fiscal Year 2024-2025. The court employs approximately 26 staff. In November 2013 the court moved into a new full-service courthouse which serves as the primary court facility for the Superior Court of Calaveras County. The court has 4 courtrooms in 44,600 square feet and offers a spacious working environment.

The position serves as the Court Executive Officer, Clerk of the Court, and Jury Commissioner. This is an executive level position appointed by and serving at the will of the judges and under the direction of the Presiding Judge. In conjunction with judicial leadership, this position is responsible for providing strategic direction and planning to the court. It is also responsible for overseeing all administrative and operational staff and functions of the court. Due to the close-knit nature of Calaveras County, the CEO provides leadership in all court-related issues of interest to the community, working collaboratively with county departments, justice partners, community organizations, neighboring courts and the public.

The CEO Position



Specific duties include, but are not limited to, the following:



CALENDAR MANAGEMENT: Supervise and employ efficient calendar and case management system, including analyzing and evaluating pending caseloads and recommending effective calendar management strategies; monitor the effectiveness of court operations, direct operational and analytical studies; identify issues, recommend, and implement procedural and administrative changes as appropriate.

BUDGET: In consultation with the Presiding Judge, develop fiscal priorities; monitor statewide budget trends and policies; direct the administration of local court fiscal procedures and programs including general and grant accounting, financial reporting, payroll and benefits administration; employ sound budget and fiscal management ensuring annual expenditures are within the court's budget allocation and aligned with the court's vision and mission.

CONTRACTS: Negotiate and oversee contracts on behalf of the court in accordance with established contracting procedures, applicable laws, and Judicial Branch policies and procedures.

JURY MANAGEMENT: As the court's Jury Commissioner, manage the court's jury management system, ensuring efficient delivery of juror resources in compliance with applicable legal and procedural requirements.

PERSONNEL: Provide strategic planning and direction, ensure effective resource allocation, training and performance management practices, and personnel policies and procedures; develop and maintain a professional working environment fostering a high level of morale and employee dedication to public service; provide for employee development; oversee and direct labor relations and negotiations.

STRATEGIC PLANNING: In consultation with the judges, develop, implement, and monitor progress toward goals and objectives to address changing needs, trends, and challenges affecting the court; recommend and implement changes to the court's organizational approaches to delivering services; monitor and implement legislative changes.

COURT SECURITY: In collaboration with the County Sheriff, develop and implement the court's security plan in order to provide a safe environment for judicial officers, court staff, and members of the public.

PUBLIC RELATIONS: Represent the court in matters related to the media, community organizations, educational institutions, and other government agencies.

RECORDS: As the Clerk of the Court, manage uniform record-keeping systems; implement and oversee practices to ensure the accuracy of court records; provide for effective data collection and reporting on court business.



Other duties as set forth in California Rules of Court, rule 10.610

THE COMMUNITY



Calaveras County is located in the scenic and historic Mother Lode Area of the western slope of Sierra Nevada Mountain Range. The County population is approximately 40,000. There is one incorporated city in the County, Angels Camp (home of the famous jumping frog), and several unincorporated communities including San Andreas, Valley Springs, Murphys, Copperopolis and Arnold. Most residents of Calaveras County live within 1 ½ hours of Stockton and Sacramento and within 2 hours of San Francisco. Yosemite National Park is about 1 ½ hours away. No matter what direction you drive you will find a place of interest. The County itself is all about small town living, outdoor recreation, and friendly community.

Calaveras County offers a full spectrum of outdoor recreational activities and youth sports. Anything we are lacking is just outside of the county lines. Like Bear Valley Ski resort up the Highway 4 corridor, on the up you will pass Big Trees National Park and several hiking trails. Other outdoor activities include camping, backpacking, boating, fishing, and swimming at one of several lakes. There are two caverns that can be explored. And four golf courses within the county. Historic Downtown Murphys is a favorite destination of many visitors from the valley, the bay and even out of state. It has over 20 wine tasting rooms and lots of shops including several boutiques to shop at. Other benefits in Calaveras County include a low crime rate, excellent public schools, and lack of traffic congestion, clean air, a low cost of living and a strong sense of community.



THE IDEAL CANDIDATE

The court seeks a Court Executive Officer who is both an exceptional leader and innovative visionary with the ability to develop and maintain positive relationships. A committed, confident, and common-sense public servant with a high level of integrity represents an ideal blend of attributes for this position. The ideal CEO will be:

- An experienced court administrator with a thorough understanding of the administrative and operational functions of the court.
- Approachable, with a management style that fosters trust, loyalty, respect, and commitment.
- Be a critical thinker with skills to define problems, assess alternatives, and advocate for solutions consistent with the court's goals.
- Able to demonstrate written and oral communication skills needed to influence decisions affecting the court.
- A visionary leader with skills in leading teams, motivating staff, encouraging new ideas, and successfully setting priorities with limited resources.
- A quick and clear thinker who is calm under pressure, tactful, and positive.
- A versatile individual effective at balancing and carrying out competing priorities.
- Knowledgeable about practices of public administration, management, court and judicial system.



MINIMUM QUALIFICATIONS

Any combination of education, training and experience that would provide the required knowledge of administrative principles and practices and a full understanding of the functions, organization and processes of a Court and the judicial system is qualifying. A typical way to obtain the required knowledge and abilities would be:

A bachelor's degree in business management, public administration, or a closely related field, and five (5) years progressively responsible administrative or management experience in a court environment or equivalent executive-level management in public service or government agency. Any equivalent combination of education, training and experience will be considered.

A valid California driver's license is required.

COMPENSATION & BENEFITS

Salary will be set at a fixed rate between \$143,788.00 - \$155,588.33 annually depending on qualifications. The court also offers the following benefits:

- **Paid Time Off:** PTO is accrued based on years of service. Annual accruals are as follows: 0-3 years, 22 days, 4-10 years, 27 days, 10 years plus 32 days. PTO accrues up to two and one half times (2.5) the annual accrual. Prior public employment can be considered in calculation rate at time of hire.
 - **Management Time Off:** The CEO receives 80 hours (10 days) of MTO paid leave per year. This does not accrue or rollover to the next calendar year.
 - **Holidays:** Employees receive 14 paid scheduled holidays and two paid floating holiday per year. The floating holidays do not accrue or rollover to the next calendar year.
 - **Deferred Compensation:** The court offers a 457 pre-tax or after tax (Roth) plan.
 - **Retirement Health Insurance:** Retirees that have five years of service and meet other CalPERS regulations are eligible to continue using a court provided health insurance plan and receive the minimum required by CalPERS employer contributions toward the premium.
 - **Longevity Pay:** The court pays a 2.75% differential above base salary after 7.5 years of completed service, 2.75% additional after 10 years of completed service, and 2.75% every five years thereafter for a maximum of 16.5%.
- **Insurance Plans:** The court offers medical, dental and vision insurance plans with an option that is 100% employer-paid for employee only and the option to add dependents at the employee's cost or a cash-in-lieu benefit for opting out. The court provides the CEO a term life insurance policy of \$100,000. Additional coverage may be elected at employee cost.
 - **Retirement Pension:** Membership in the Public Employees Retirement System (CalPERS). The benefit formula is determined by CalPERS regulations and is 2% at age 55 for classic members and 2% at age 62 for new members. Employees pay 100% of the employee contribution and the court pays 100% of the employer contribution. The Court does not participate in Social Security.
 - **Cell Phone Allowance:** A cell phone allowance of \$44.31 biweekly is available if employees use their phone for court business.
 - **Additional Benefits:** Court employees may also participate in IRS section 125 cafeteria plan that includes a flexible spending account, dependent care account, and optional insurance elections that include Cancer Care, Supplement Life, Accident, Critical Illness and Disability Insurance. An Employee Assistance Program is also available.



HOW TO APPLY

Interested persons are to submit a cover letter, resume, completed Court application, and a one-page written response to the supplemental questions listed below. The resume should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment, and a description of duties performed, including supervisory or management responsibilities.

Please email, mail or deliver your cover letter, resume, completed Court application, and a one-page written response to the supplemental questions to:

Judicial Council of California
ATTN: Justin Logan, Human Resources Office
justin.logan@jud.ca.gov
455 Golden Gate Avenue
San Francisco, CA 94102

Applications may be obtained from the Court's website: <http://www.calaveras.courts.ca.gov/info/employment>

Applications are due by 11:59 p.m. on October 31, 2024. Application packets will be evaluated to select the best qualified candidates to continue in the selection process. First round interviews are anticipated to be scheduled in early November. Second round interviews are anticipated to be scheduled in early to mid November 2024.

This is an at-will position, serving at the pleasure of the court. The court is an equal opportunity/ADA employer.

SUPPLEMENTAL QUESTIONS

1. Describe your experience managing and coordinating broad based administrative and operational functions within a public organization.
2. Describe your role in planning for and implementing two strategic cost savings and/or efficiency initiatives.
3. Describe your human resource leadership skills. Give an example of a time when you utilized these skills to achieve positive results.