

***ASSISTANT COURT EXECUTIVE OFFICER***

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**DEFINITION**

Under executive direction, the Assistant Court Executive Officer assists with planning, organizing, directing, supervising, and managing the Court's non-judicial and administrative operations, functions, and activities; assists with the preparation and administration of the Court's budget; provides day-to-day direction and management for assigned areas of Court functions and services; performs special projects, as assigned; serves as a Court liaison with governmental agencies, civic groups, the public, and the legal community; and performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This management level classification assists with the administration and supervision of the Superior Court of California, County of San Luis Obispo's non-judicial Court activities, Jury Services, and administrative functions. As a Deputy, this person will be required to represent the Court with other organizations and government agencies as delegated, and to serve as Court administrator in the Court Executive Officer's absence.

**TYPICAL TASKS**

- Serves as principal assistant and technical advisor to the Superior Court Executive Officer in the performance of duties described in Rule 10.610 of the California Rules of Court
- Assists in the development of a Court strategic plan
- Utilizes technical, analytical, and project planning expertise in the areas of office and Court automation
- Recommends goals and objectives
- Assists in the development and implementation of policies and procedures consistent with laws and rules related to Court operations
- Evaluates and recommends equipment, staffing, facility and other budget-related needs
- Organizes programs and special projects
- Performs a broad range of general supervisory duties
- Represents the Court in negotiations related to establishment of services by the County and other vendors
- Keeps apprised of changes in laws that affect the Courts
- Consults with the Court Executive Officer regarding improvements to Court calendars, case flow management, staff assignments, statistical gathering and issues dealing with Court information systems
- Advises the Court Executive Officer on the overall operation of Court staff and monitors and evaluates the effectiveness of departmental operations to develop and recommend improvements

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Basic principles of organization, personnel management, administration, change management and leadership
- Principles and techniques of effective supervision and training
- Principles of effective public and community relations
- Principles of human resources management and employer-employee relations
- Principles of trial court funding and County financial management
- The relevant provisions of civil, criminal, family and juvenile services, and other applicable codes, manuals, rules, regulations, and policies
- Principles and practices of program development and review
- Statistical methods and reports required by the Courts
- Computer applications and processes relevant to case and operations management for information retrieval

### **Ability to:**

- Plan, organize, administer, manage, and coordinate a variety of Court programs, services, and administrative functions, as delegated
- Supervise, direct, motivate, and evaluate the work of assigned staff
- Develop budgets and control expenditures
- Consult with and advise Judges and other government representatives on a wide variety of Court and administrative functions
- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations related to Court activities
- Develop and implement goals, policies, procedures, and work standards
- Analyze complex technical and administrative problems and evaluate alternatives
- Prepare, clear, concise, and accurate records and reports
- Effectively represent the Court in responding to inquires, providing assistance, and dealing with concerns from the public, community organizations, Court staff, the Judicial Council, and other agencies
- Establish and maintain cooperative working relationships with Judges, government officials, attorneys, employees, and the general public

## **PHYSICAL CHARACTERISTICS**

- Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis
- Hearing sufficient to communicate effectively in an office, with the public and Court staff
- Dexterity and coordination to handle files and single pieces of paper
- Personal mobility to:
  - work in various office and Courtroom locations
  - move objects weighing up to 10 pounds such as files, stacks of papers, reference and other materials
  - move from place to place within an office
  - sit and/or stand for prolonged periods of time

## **EXPERIENCE/EDUCATION**

A bachelor's degree in Public or Business Administration, Criminal Justice, or a related field, AND EITHER:

- (1) Three years of management experience in a Trial Court; OR
- (2) An equivalent combination of training, education and experience that would provide the required knowledge and abilities.

A master's degree in Court of Judicial Administration, or a Juris Doctor degree may be substituted for one year of the required management experience.

**Substitution:** Court management training or additional qualifying Court experience may be substituted on a year-for-year basis for up to two years (60 units) of the required education.

Any combination of relevant experience, training and/or education that would demonstrate that the individual possesses the necessary knowledge, skills and abilities, as determined by the Court Executive Officer.

## **OTHER REQUIREMENTS**

Possession of a valid Class 'C' California driver's license