

COURT EXECUTIVE OFFICER

DEFINITION

Under the authority of the judges of the Superior Court of California, County of San Francisco, and the direction of the Presiding Judge, in conformance with the statutory responsibilities of the Clerk of the Court and the Jury Commissioner, to plan, organize, direct, supervise, and manage the Courts' non-judicial and administrative operations, functions, and activities; to prepare and administer the Court's budget; to serve as Court liaison with governmental agencies, civic groups, the public, and the legal community; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top level management classification for the administration and supervision of the Superior Court of California, County of San Francisco's non-judicial court activities, Jury Services, and administrative functions. This position serves in the official capacity of Clerk of the Court.

REPORTS TO

Presiding Judge and Judges of the Superior Court of California, County of San Francisco.

CLASSIFICATIONS SUPERVISED

Court Administrator; Court Manager; Deputy Jury Commissioner; Director, Probate; Director, Family Court Services; Director, Fiscal Services, Director, Human Resources; Director, Information Technology Group; Director, Training; Court Network/Telecommunications Specialist; Court Supervising Administrative Secretary; and Court Administrative Secretary, depending upon the specific background of the job incumbent and the current organization of the Court.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Directs the development, implementation, and administration of the Superior Court of California, County of San Francisco budgets, establishing budgetary controls over revenues and expenditures; compiles and analyzes statistical data; formulates and implements policies and procedures governing court staff and operations; selects, trains, supervises, and evaluates the members of the Court executive management team; directs the planning and utilization of court space and facilities; develops policies and procedures for the Court system's jury functions, carrying out responsibilities within State statutes; analyzes statutes and regulations to determine impact on court operations; conducts administrative reviews of court operations and procedures; directs the development, implementation and maintenance of the Courts' management information system

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and computer technology; develops and manages Court record keeping activities, including the collection and maintenance of data on pending and completed judicial business and the internal operations of the Court; reviews operations, identifies problems, and recommends procedural and administrative changes to the judges; provides administrative support for the Grand Jury; directs the filing, receipt, and processing of documents, pleadings, records, minutes, orders, and exhibits for court cases, court jurisdiction, and judicial responsibilities; oversees and ensures the proper development and maintenance of court calendars; directs special studies and projects; serves as custodian of Court records; directs the preparation of records and information for cases appealed to appellate courts; directs and guides Court human resources and employer-employee relations activities; oversees staff training and development; represents the Court with the public, other government agencies, and the legal community.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in various courtroom locations throughout the City and County; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and responsibilities of the Superior Court of California, County of San Francisco and the California court system.
- Pertinent laws, rules, regulations, and statutes related to California court system functions and operations.
- Principles and procedures of budgeting and fiscal management.
- Principles, procedures and pertinent laws related to jury selection and service.
- Legal terminology, procedures, and documents.
- State and local policies and agencies affecting judicial administration.
- Computers and software related to Court functions and administration.
- Establishment of computerized informational retrieval and management information systems.
- Principles of program development, evaluation, and administration.
- Principles of effective public and community relations.
- Principles of human resources management and employer-employee relations.
- Principles of public administration, management, supervision, and training.

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Ability to:

- Plan, organize, administer, manage, and coordinate a variety of Superior Court of California, County of San Francisco, programs, services, and administrative functions.
- 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 Court in answering questions, responding to inquires, providing assistance, and dealing with concerns from the public, community organizations, Court staff, the State Administrative Office of the Courts, and other agencies.
- Establish and maintain cooperative working relationships with judges, government officials, attorneys, employees and the general public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education equivalent to a Bachelor of Arts Degree from an accredited college or university preferably in court administration, public administration, public policy, business administration or a closely related field and substantial administrative/managerial experience, including experience in a position with supervisory and budget responsibilities. Working experience will preferably been in a court environment.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are at will employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.