

COURT SUPERVISOR I

DEFINITION

Under general supervision, to supervise, coordinate, review, and evaluate the work of an assigned unit performing a variety of court support work; to develop work methods and procedures; to recommend procedural changes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Court Supervisor class series. Incumbents are responsible for the work of a court support unit. Supervisory responsibilities may be exercised through subordinate lead workers. Incumbents participate in the development and implementation of organizational goals, objectives and policies. Also, they perform a variety of administrative support assignments. This class differs from the Court Supervisor II class in that responsibilities do not include the same scope of administrative and program management responsibilities. In most cases, positions allocated to Court Supervisor II level serve as Assistant Division Chiefs in one of the larger Court divisions. Court Supervisors II supervises a larger number of staff (7+) than Court Supervisors I. Normally, Court Supervisors I supervise five (5) or less staff. The duties and responsibilities of Court Supervisor I and II are similar in many areas.

REPORTS TO

Chief Executive Officer, Assistant Chief Executive Officer, Court Administrator, or Court Manager.

CLASSIFICATIONS SUPERVISED

Deputy Court Clerk I, II, III, and other support staff, as assigned.

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

Plans, organizes, coordinates and supervises the work of a court support unit; schedules, supervises, evaluates, and trains the work of assigned staff; assists with the selection of new employees; plans and implements staff training; prepares disciplinary incident reports; updates and maintains office procedural and training manuals; assists with the development and implementation of new work procedures, developing instructions for staff; prepares statistical and operational reports; participates in budget development and control; provides guidance and assistance with resolving difficult work and document processing problems; interprets codes, policies and procedures for staff and the public; assists with the development and implementation of organizational goals, objectives, and policies for the Superior Court of California, County of San

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Superior Court of California
County of San Francisco

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Francisco; monitors the effectiveness and results of unit operations; conducts operational and administrative studies making recommendations, as necessary; participates in the development of short term and long range plans for service improvement; develops information to support budget requests; may serve as a representative with other Court units and government agencies; assists with the preparation of a wide variety of reports, plans, and proposals; assists with the review and development of Court System data processing and management information needs; interprets codes, regulations, policies and procedures, providing guidance and assistance for staff and the public; provides administrative staff support for judicial officers, drafting correspondence, policies, and reports; answers questions, either in person or over the telephone, regarding the status of cases, fines, processes, and court appearances; may be required to fill-in as a Courtroom Clerk.

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 courtroom environment; continuous contact with judicial officers, executive management, litigants, attorneys, other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and operations of the Superior Court of California, County of San Francisco.
- Laws, regulations, legislation, operations, rules, policies, and procedures of the Superior Court of California, County of San Francisco.
- California statutes relating to court procedures, such as the Code of Civil Procedure, Probate Code, Family Code, Welfare and Institutions Code, Penal Code, Vehicle Code, and California Rules of Court.
- Legal terminology and legal procedures and documents used in court cases.
- Preparation and maintenance of court calendars.
- Public and community relations.
- Computers and software used for court administrative functions.
- Fiscal and financial record keeping.
- Program planning and evaluation.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, administer, and coordinate the support functions for an assigned court support unit.
- Supervise, direct, motivate, and evaluate the work of assigned staff.
- Perform a wide variety of complex and specialized administrative and support work.
- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations, related to Court functions and courtroom proceedings.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Analyze complex technical and administrative problems, evaluating alternatives.
- Prepare clear, concise, and accurate records and reports.
- Use a personal computer and appropriate software for word processing, record keeping, and court administrative functions.
- Effectively represent the Superior Court of California, County of San Francisco in answering questions, responding to inquires, providing assistance, and dealing with concerns from the public, community organizations, other Court staff, and other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

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:

Four years of responsible experience performing a variety of administrative and court support work, preferably including at least one year lead worker and work coordination responsibilities.

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.