

**Superior Court of California,
County of Solano
Job Announcement**

**Assistant Court Executive Officer
RECRUITMENT # 2015-13**

Salary: \$122,833 - \$133,172 annually

CLOSING DATE: September 23, 2015

Job Definition

Under administrative direction from the Court Executive Officer, this executive level position assists the Court Executive Officer in planning, organizing and administering the non-judicial operations of the court; assists in developing and implementing organizational goals and values, and in developing policy and administering programs within the Court. This classification is full-time, is not represented and is Exempt from the Fair Labor Standards Act.

Essential Functions, include, but are not necessary limited to:

- Assisting the Court Executive Officer in determining and revising policies, procedures and work standards.
- Acting as Court Executive Officer in the Court Executive Officer's absence.
- Developing policies and procedures to carry out some or all of the non-judicial functions of the court.
- Reviewing, evaluating, and interpreting new legal requirements, laws and legislation affecting court programs. Develops procedures to carry forward changes.
- Overseeing clerk's office operations and is responsible for case flow management.
- Assisting in budget preparation and monitoring status of budget accounts; reviewing bills and authorizing claims for payment.
- Participating in long-and short-term planning for court programs and services.
- Managing assigned staff directly and through subordinate managers, supervisors, and coordinators; performing a broad range of general supervisory duties.
- Assisting the Court Executive Officer in planning, organizing, directing, and reviewing the non-judicial operations and administration of the court.
- Directing strategic initiatives of the court, including research, analysis, and planning for financial operations.
- Acting as liaison with other government agencies, media and the general public.
- Coordinating with local government and private agencies on budgetary, case management, organizational development, procedural and other related issues.
- Performs other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge of:

- Thorough knowledge of principles and practices of contemporary court administration and public administration, including organizational development, budgeting, human resources, program planning, evaluation and supervision.
- Considerable knowledge of public personnel practices, legislation of laws which regulate operations of the Superior Court; functional operations of the divisions within the Court; relevant provisions of the civil, criminal, and applicable codes, manuals, rules, regulations, and policies; personnel management policies, including supervision and training; State mandated accounting practices and procedures; functional operations of the courtroom; collateral criminal justice agencies and their relationship to the court, local government operations and state legislation effecting judicial administration; principles of effective public and press relations; and contemporary methods of solving organizational programs.
- Correct use of English language, vocabulary, grammar, spelling, and punctuation.
- Microsoft Word, Excel, and Outlook.

Ability to:

- Communicate efficiently and effectively with a diverse population, both orally and in writing.
- Understand, interpret, explain, and comply with laws, regulations, and policies governing court operations.
- Develop and write procedures.
- Work independently to organize and prioritize assignments.
- Understand and apply written and verbal instructions and convey information to others.
- Identify and resolve problems related to fiscal and/or administrative operations.
- Establish and maintain effective working relationships with judicial officers, court staff, governmental agencies, and the public.
- Make accurate arithmetical calculations.
- Write clearly and concisely.
- Use sound judgment within the framework of policies, procedures, and guidelines.
- Maintain confidentiality of information.

Educational and Experience Requirements

Any combination of education, training and experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities.

- Graduation from an accredited college or university with a Bachelor's degree in court administration, public administration, public policy, business administration or a closely related field.

- Four years of progressively responsible experience that includes considerable supervisory experience (at least 3 years) which demonstrates possession of and competency in the requisite knowledge and abilities.
- Possession of a valid California Driver's License

Desirable Qualifications

- Work experience in a California Trial Court
- Post-graduate degree in a related field.

Physical Requirements and Work Environment

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work includes the need to sit for long periods of time and may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required. Some bending, stooping, and/or squatting may be necessary. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement plan (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013).
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered through CalPERS), Delta Dental (HMO & PPO plans), VSP vision insurance, with generous employer contribution toward premiums.
- Supplemental retirement plan (457 deferred compensation plan)
- Flexible spending account for qualifying medical, dependent care, and/or transportation expenses.
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents.
- Sick leave, vacation leave, and floating holidays.
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 20,800 hours worked.
- Business expense stipend - \$ 1,300 annually
- Auto allowance stipend - \$6,500 annually

Recruitment Process

To be considered for this position, job applicants are required to complete an official court application and submit it with a cover letter and resume`. A screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel of subject-matter-experts (SMEs) will conduct a

structured oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the interview.

Official application forms are available on the court's Web site, www.solano.courts.ca.gov. Hard-copy application forms and job announcements may be picked up in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes, e-mails or postmarks are not accepted.