



Announces a Leadership Opportunity

Court Executive Officer

Annual Salary \$139,888 – \$170,035

Recruitment May 7, 2018 – May 31, 2108

The Court

The court’s primary location is in Nevada City, with a branch court in Truckee. As a small court, it has six judges and approximately 55 employees.

Court Executive Officer

The CEO serves as the court administrator, clerk of the court, and jury commissioner. This is an at-will exempt position that manages all non-judicial functions of the court and oversees an annual budget of approximately \$7 million. This position has many duties and responsibilities, including those described in California Rules of Court, 10.610. The duties are broad and diverse, encompassing all aspects of finance, human resources, information systems, facilities, security, and strategic and operational planning. The CEO is responsible for oversight of courtroom operations, jury services, various special programs, as well as the implementation of court policies and procedures.

The Ideal Candidate

The ideal candidate is a strategic thinker with excellent communication, interpersonal, and analytical skills, possessing a working knowledge of court administration and operations, a strong background in finance, human resources, labor relations, and policy development. The candidate must be forward thinking, politically astute, and collaborative, with a demonstrated history of innovation and resourcefulness.

Qualifying Experience & Education

Any combination of training and experience that provides the required knowledge and abilities, including the knowledge of administrative principles and practices and a full understanding of the functions, organization and processes of a trial court and judicial system, is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational equivalent to a bachelor’s degree from an accredited college or university in court administration, business or public administration, criminal justice, or a closely related field, and seven years of progressively responsible professional administrative experience in a court environment, including five years in a management capacity.

Compensation & Benefits

The annual salary is supplemented by a generous benefit package that includes the following elements:

Employer Paid Benefits	Optional Employee Paid Benefits	Retirement Benefits
Cafeteria plan contribution to CalPERS HMO and PPO health plans, dental and vision coverage.	AFLAC insurance plans	Integrated plan of California Public Employees’ Retirement System and Social Security
Annual paid leave accrual	Supplemental life insurance	
13 paid holidays	Deferred compensation 457 plans	
Basic life insurance		
Employee Assistance Plan		

To Be Considered

Applicants must complete and submit a resume, completed employment application, and the supplemental questionnaire by **May 31, 2018**. Applicants whose qualifications most closely match the job requirements will be invited to participate in an oral interview, which will evaluate the education, experience, and personal qualifications of applicants. For a full description of responsibilities and the employment application, please visit our website at www.nccourt.net. For additional information call (530) 265-1313 or fax (530) 478-1938.

Court Executive Officer**SUPPLEMENTAL QUESTIONS**

This supplemental questionnaire is part of the Superior Court of California, County of Nevada employment application package and is intended to provide more detailed information about an applicant's work experience. It and the other application materials will be the basis for a competitive evaluation of each candidate's qualifications. Only the highest rated applicants will receive further consideration. A resume will not be accepted in lieu of this supplemental questionnaire and the employment application. Incomplete applications will be eliminated from the evaluation process.

1. Describe your relevant experience and address why you believe your experience and skills qualify you for the position. Also, please explain why you are interested in the position
2. Please provide examples which demonstrate your ability to identify and implement solutions to complex issues challenging an organization. Include your level of responsibility, the issues identified, the analytical process, strategic and managerial direction that was required, measures required for implementation, and the final result(s).
3. Please provide examples of your project management experience including initiating, executing, monitoring, and concluding the project. Cite any examples of implementing technical solutions, if applicable.
4. Describe the most challenging personnel issue that you have dealt with in the past five years. Please include the level of your involvement, personnel strategies, and the outcome. Explain why it was the most challenging and what was learned from the experience.