



SUPERIOR COURT OF CALIFORNIA, COUNTY OF NEVADA

COURT EXECUTIVE OFFICER

POSITION DEFINITION

Acting under the direction of the presiding judge, the court executive officer is responsible for overseeing the management and administration of the non-judicial operations of the court and allocating resources in a manner that promotes access to justice for all members of the public, provides a forum for the fair and expeditious resolution of disputes, maximizes the use of judicial and other resources, increases efficiency in court operations, and enhances service to the public.

DISTINGUISHING CHARACTERISTICS

This is an executive level position which is appointed by and serves at the pleasure of the elected judiciary. The position is at-will and responsible for providing strategic direction, program and budget administration, and goal setting for the court. It is the highest non-judicial position in the court. This position has overall management authority for all non-judicial operations.

ESSENTIAL FUNCTIONS

Examples of essential duties include, but are not limited to:

- Confers with the judges in the development and execution of administrative and operational programs and serves as a key resource to judicial committees in the development and review of court goals strategy and policy.
- Makes recommendations on budget priorities to ensure that annual expenditures are within the court's funding limits.
- Directs the preparation of the court's annual budget and presents the budget to the judges for approval.
- Monitors the effectiveness and results of court operations; including personnel plans, calendar and case flow management, automated information systems, and record keeping;
- Confers with judicial officers on administrative and operational issues to ensure the bench is provided timely, effective, and efficient support. Takes action necessary to investigate and resolve operational and administrative concerns.
- Represents the court in business with the public and press, community, County, and other governmental agencies. Coordinates news releases and other formal contacts with the media and public on behalf of the court in consultation with the presiding judge.
- Manages staff directly and through subordinate managers and supervisors. Drafts, for court approval, a personnel plan for court employees which complies with the California Rules of the Court.
- Directs administration of the court budget, management of fiscal operations, maintains budgetary controls, and represents the court in budgetary matters with the Judicial Council.
- Represents the court in negotiations for agreements in outside service contracts by the county and other vendors.
- Serves as a liaison for the court with the Judicial Council, committees of the legislature, news media, and state, county and city officials; attends meetings of special commissions, civic groups, and committees as the court's representative.
- Oversees the jury commissioner function.

MINIMUM QUALIFICATIONS

Thorough knowledge of principles and practices of organization, administration, management, labor relations and budgeting, and demonstrated experience in the qualifications listed below:

- Responsibilities of administering a unified superior court as prescribed by law;
- State and local rules of court and statutes governing court procedures in civil, criminal, traffic, family, juvenile, and other case types.;
- Principles and practices of budget administration and controls;
- Principles and methods of project management;
- Principles of personnel management;
- Principles and practices of calendar management, jury management, and other court management practices.

KNOWLEDGE & ABILITIES

This position has overall management authority and responsibility for the smooth and efficient operation of the court and works under the executive direction of the presiding judge of the court and must exercise considerable discretion with respect to assignments and duties.

- Communicate effectively with judicial officers, administrative and line staff, attorneys, law enforcement, other offices of state and local government, and the public in general.
- Coordinate, organize, and direct the work of non-judicial court staff; manage, supervise, evaluate, and train personnel.
- Establish and foster an effective team atmosphere and provide leadership in solving problems in a collaborative and systemic fashion.
- Analyze complex administrative and process problems; evaluate alternatives and implement solutions.
- Strong written and verbal communication skills.
- Ability to prepare and present clear, concise and accurate reports, correspondence, and other written materials.
- Effectively exercise independent judgment.
- Develop new or revise existing methods, policies and procedures.
- Prepare and administer annual budgets and develop cost-benefit analysis.
- Apply laws, rules, procedures, and regulations pertaining to court operations.
- Proficient in the use of Microsoft Office.
- Experience in working with accounting software and data base management programs.
- Exercise principles of sound fiscal management and budgetary control.

QUALIFICATION GUIDELINES

Any combination of training and experience that would likely provide 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 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.