

## **DIRECTOR, TRAINING**

### **DEFINITION**

Under administrative direction, to plan, organize, coordinate, and manage the training functions, programs, and services of the Superior Court of California, County of San Francisco; to coordinate outside training through private and government sources; to perform a variety of professional training assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification for the management and conduct of the Superior Court of California, County of San Francisco, training functions and services.

### **REPORTS TO**

Assistant Chief Executive Officer

### **CLASSIFICATIONS SUPERVISED**

Court Computer Training Specialist, Court Training Specialist, and Court Services 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, directs, and manages the training functions of the Superior Court of California, County of San Francisco; provides supervision, training, and work evaluation for assigned staff; develops and coordinates in-house computer training for judicial officers, management staff, and other personnel; develops and implements Court Room Clerk training programs; directly performs training assignments, as necessary; develops new work procedures to accomplish court room business; coordinates staff training with outside private and government sources; has responsibility for the development and maintenance of the training records; provides input and direction for the development of training program curriculum and materials; maintains awareness of legislation and court mandates which impact Court business, services, and functions, transmitting pertinent information to Court staff; performs special projects and studies, as assigned; represents the Superior Court of California, County of San Francisco with the public and other government agencies.

## DIRECTOR, TRAINING - 2

Superior Court of California  
County of San Francisco

Class Code: 0176  
Date Established: 6/17/99  
Date Last Revised: 6/16/00

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### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to 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, classrooms, and in various courtroom locations throughout the City and County; continuous contact with judicial officers, attorneys, litigants, a variety of training consultants and organizations, other staff and the general public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Functions, purposes, and operations of court systems.
- Duties and responsibilities of court staff.
- Training principles and practices.
- Legal terminology and procedures used in court cases.
- Program development, implementation, and evaluation.
- Public and community relations.
- Computer systems and software applications related to court operations and administrative functions.
- Principles of supervision, training, and work evaluation.

#### **Ability to:**

- Plan, develop, organize, and manage Court training programs and functions.
- Provide supervision, training, and work evaluation for assigned staff.
- Implement, evaluate, and modify training methods.
- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations related to Court functions and court room procedures.
- Develop and implement goals, objectives, policies, procedures and work standards.
- Prepare clear, concise, and accurate records and reports.
- Develop and implement staff computer training programs.
- 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 inquiries, providing assistance, and dealing with concerns from the public, community organizations, other Court staff, and other government agencies.

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- 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:

Five years of increasingly responsible work experience in the development and implementation of training programs, preferably including some experience in working with a court system. Previous experience in a management or supervisory position is desirable.

**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.*