

## **COURT MANAGER**

### **DEFINITION**

Under administrative direction, to plan, organize, direct, and manage the functions, operations, and services of a major Court division; to provide supervision, training, and work evaluation for division staff; to develop work methods and procedures; to recommend procedural and policy changes to Court executive management staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a special classification for positions which are assigned to plan, organize, and manage the functions of major Court division. In many cases, positions assigned to this class supervise other supervisory staff. The functions and services under the management direction of this class are usually broad enough to require more than one supervisor.

### **REPORTS TO**

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

### **CLASSIFICATIONS SUPERVISED**

Court Supervisor I, II, 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, manages, and supervises the work of a major Court division; schedules, supervises, evaluates, and trains the work of division staff; has a major role in the selection of new employees; plans and implements staff training; prepares disciplinary incident reports and follows-up on disciplinary actions initiated by division supervisory staff; develops, updates, and maintains office procedural and training manuals; develops and implements new work procedures, developing instructions for staff; develops data and prepares statistical and operational reports; has a substantial role 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 Francisco; monitors the effectiveness and results of division operations; conducts operational and administrative studies making recommendations as necessary; develops short term and long range plans for service and operations improvement; develops information to support budget

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requests; serves as a representative with other Court divisions and government agencies; prepares a wide variety of reports, plans, and proposals; assists with the review and development of Court data processing and management information needs; provides a variety of guidance and assistance for staff; 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.

### **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, 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 management, supervision, training, and employee evaluation.

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### **Ability to:**

- Plan, organize, administer, manage, and coordinate the functions, operations, and services of a major Court division.
- 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 judicial officers, litigants, jurors, attorneys, the general public, community organizations, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Maintain confidential information when required by legal or ethical standards.

### **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 responsible experience performing a variety of administrative and court support work, including at least two years in a full supervisor or management position.

### **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.*