

COURT ADMINISTRATOR

DEFINITION

Under administrative direction, to serve as a member of the Superior Court of California, County of San Francisco, executive management team; to plan, organize, direct, and manage the functions, operations, and services of a major Court area, encompassing multiple divisions; to provide supervision, training, and work evaluation for assigned Court management and supervisory staff; to develop work methods and procedures; to develop and implement procedural and policy changes in conjunction with other members of the executive management team; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a special management classification for positions which are assigned to plan, organize, and manage the functions of major areas of Court functions, encompassing multiple divisions. In addition, incumbents serve as a key member of the Court executive management team.

REPORTS TO

Chief Executive Officer or Assistant Chief Executive Officer.

CLASSIFICATIONS SUPERVISED

Court Manager, 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 directs the operations and functions of a major area of Court services, encompassing multiple divisions; directs assigned management and supervisory staff in the proper scheduling of Court operations and functions, ensuring efficient completion of Court business and services; supervises and evaluates assigned Court management and supervisory personnel; directs the development and implementation of staff training; has a major role in the selection of new employees; ensures proper follow-up and closure of disciplinary actions initiated by management and supervisory staff; develops, updates, and maintains major work procedures and policies in conjunction with other executive management 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; develops and

implements organizational goals, objectives, and policies for the Superior Court of California, County of San Francisco as a member of the executive management team; monitors the effectiveness and results of assigned operations and service areas; 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 requests; serves as a representative with other Court service areas 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; resolves the most complex and politically sensitive questions and problems, 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 California court system.
- 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.
- Budget development and expenditure control.
- Program planning and evaluation.
- Principles of management, supervision, training, and employee evaluation.

Ability to:

- Plan, organize, administer, manage, and coordinate the functions, operations, and services of a major area of Court operations and services, encompassing multiple major Court divisions.
- Supervise, direct, motivate, and evaluate the work of assigned staff.
- Serve as an effective member of the Court executive management team.
- 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 at a full supervisory level and one year in a management position directing functions and services similar to those of a major division of the Superior Court of California, County of San Francisco.

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.