



Court Manager II

Resumes in lieu of the application form and/or documents received after the closing date will not be considered.

Closing Date: January 17, 2024

Annual Salary Range: \$81,596 - \$98,600

Definition: To administer the non-judicial activities of a department/division of the superior court; to plan, direct, and supervise court support staff or assist in staff supervision; and to be responsible for resolving complex court issues. This classification is unrepresented and at-will.

Essential Duty Sample: (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)

Supervise the court and legal clerk support staff in matters pertaining to civil, criminal, small claims, probate, family, juvenile and traffic actions as required by State code provisions, statute, rule or regulation. Assign and review the work of subordinates, which includes monitoring the performance of clerical and support staff; develop and implement correction plans to change problem behavior; write performance evaluations. Provide necessary ongoing training and instruction to court support staff as procedures, regulations and policies are updated and changed. Supervise record keeping, collections and deposits of monies. Interpret state and local laws, ordinances, rules and regulations to the public, attorneys and court employees. Directly participate in the formulation of the administrative procedures of the court. Train and orientate new employees in unit operations and performance expectations. Assists with maintaining accounts for fines. Interview and select court staff. Perform in-court clerking duties in branch or outlying courts during staff shortages as a backup for courtroom clerks. Explain policies and procedures relating to criminal, civil, small claims and traffic matters to the general public and attorneys. Prepare personnel data forms, status changes and other personnel related materials. Assist with the preparation of financial and statistical reports, including Judicial Council reports. Assist the Court Executive Officer in analyzing court procedures, forms and processes, developing more efficient workflow methods, and implementing manual/automated systems. Conduct research to determine appropriate legal procedure. Direct retention, destruction and storage of court records. Confer with judge(s) on difficult or unusual court matters or procedures. Assists in compose and write judgments, briefs, legal opinions, correspondence, orders, rulings, and memos for judge(s). Make financial and statistical calculations. Meet with the CEO and/or judge to evaluate departmental goals, objectives or problems. Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities to implement clerical and general office policies. Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

Education / Experience: The following combinations of education and experience that likely provide the required knowledge, skills, and abilities are qualifying. Typical ways to obtain the knowledge, skills, and abilities would be:

- Completion of a BA/BS in court administration, business or public administration, criminal justice or a closely related field; **And** four (4) years in the legal profession including two (2) years in a supervisory capacity.

OR

- Equivalent to completion of 60 units of college with an emphasis in court administration, business or public administration, criminal justice or a closely related field; **And** five (5) years in a court related position including three (3) years in a supervisory capacity.

OR

- Two (2) years' experience as a Court Manager I

Knowledge, Skills and Abilities: Correct English usage, punctuation, spelling and grammar; Basic math functions, addition, subtraction, multiplication and division, including decimals and percentages; General office procedures and practices; Operation of office equipment such as computers and related software, including case management systems; Keyboard at 40 words per minute; State codes, ordinances, and court procedures related to courtroom functions; Bookkeeping to maintain records of fines/fees and public funds; Principles and practices of supervision, training and performance management including performance evaluation; Court procedures and functions as pertains to assigned division; Protocols of courtroom clerking in all divisions of the court; Read, comprehend and interpret complex technical and legal documents; Be patient, tactful and courteous when dealing with public and staff; Plan, organize, review, and evaluate the work of others; Maintain accuracy and detail in recording and reporting of legal and statistical and financial data; Solve a wide range of court problems; Adjust to workload changes and pressures of deadlines; Communicate with people of various educational and socioeconomic backgrounds; Write to convey ideas, procedures and court orders; Write clear and concise correspondence, memos and reports for the court; Analyze workflow procedures and track, compile data, develop findings and make recommendations regarding solutions for revision of current systems or recommendations for new systems, procedures, and forms for the court division assigned; Effectively supervise staff in performance, work assignments and discipline; Punctually arrive at workstation within the division assigned to monitor staff and last minute changes.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer

The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Probationary Period: Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years.

Holidays: 13 holidays + 2 floating holidays per year.

Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

Call our Job Information Line (559) 730-5000 option 8, option 4; option 2

Email us at courtHR@co.tulare.ca.us or

Visit our website at <http://www.tularesuperiorcourt.ca.gov/>