

## How To Apply

Interested persons are to submit a résumé, a one-page narrative statement of qualifications, and requisite court application. The narrative must be limited to one page and succinctly describe the applicant's specific qualifications for the position. The résumé should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment, salary level at the end of work, and a description of duties performed, including supervisory or management responsibilities. Mail or deliver a hard copy of the resume, one page statement of qualifications, and application to the:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, CA 94102  
ATTN: Human Resources/Madera CEO

Applications may be obtained from the address listed above or by visiting our website at: <http://madera.courts.ca.gov/MaderaCareerOps.htm>, or by calling (415) 865-8019.

Apply by 5:00 PM on Monday, Sept. 22, 2008

## Selection Procedures

Submitted résumés, statements of qualifications and applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications as previously stated. The Court will further evaluate these documents and select for interview only those candidates it deems may best meet the needs of the Court. Not all applicants will receive an oral interview.

## Tentative Recruitment Schedule

By:	Action:
Sept. 22, 2008	Final Application Filing
Oct. 6, 2008	Candidates Identified
Oct. 20, 2008	Panel Interviews begin
Nov. 3, 2008	Finalist Interviews Completed
Nov. 10, 2008	Reference Checks Completed

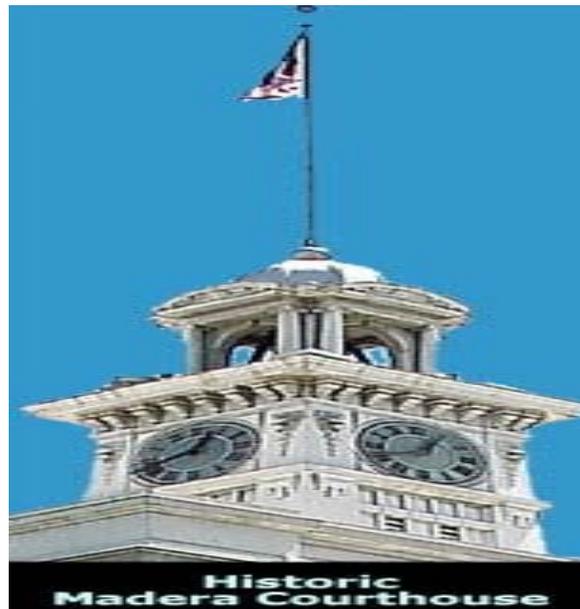
Superior Court of California,  
County of Madera  
209 West Yosemite Avenue  
Madera, CA 93637

## Salary and Benefits

The salary for this position is \$151,970.65 annually. The Court also offers an excellent benefits package:

- 2.7% at age 55; member of the Public Employees Retirement System (PERS)
- PERS Health Benefit Program (for certain health plans, the Court pays 100% of health premium for for employee and 50% for either two-party or family coverage
- Two dental plans to choose from; Vision Service Plan included
- Annual Leave is based on time in service and starts at 10 days for the first year, 12 days/yr for the next 1.5 yrs, 15 days/yr for the next 3 yrs, 18 days/yr for the next 4.5 yrs, and 24 days/yr after 20 yrs
- 13 paid holidays and 1 floating holiday per yr.
- Sick Leave of 12 days per year, earned at 8 hrs/mo.
- Management Leave of 8 days (64 hrs) per fiscal yr.
- \$50,000 Term Life Insurance
- State Disability Insurance and Paid Family Leave

*An Equal Opportunity Employer*



# Superior Court of California

## County of Madera



**Invites Applications for:**

**Court Executive Officer**  
**\$151,970.65**  
**Annually**

**Final Application Filing Date:**

September 22, 2008

Facsimiles or Photocopies

**Not accepted**

Please submit application materials to the Administrative Office of the Courts located in San Francisco

## Position Summary

Under direction from the presiding judge and executive committee of the Court, provides strategic direction and has overall management authority and responsibility for the non-judicial components of the court system.

## Distinguishing Characteristics

This is a single at-will position, executive level class, within the trial court organization. The position is appointed by and serves at the pleasure of the judges and is responsible for providing strategic direction, program and budget development/coordination and goal setting for the non-judicial components of the Court. It is the highest-level non-judicial position in the Court.

## Scope

The Court Executive Officer has overall management authority and responsibility for the smooth and efficient operation of the court. The position has full supervisory responsibility, directly and through subordinate managers and supervisors, for the Court's employees. The position works under the executive direction of the presiding judge and the executive committee of the Court and must exercise considerable discretion with respect to assignments and duties. Errors in work or judgment could result in inefficient operations, poor community relations, or litigation against the Court.

## Essential Duties

Essential duties include, but are not necessarily limited to:

- Works closely with judges and/or the executive committee to plan and implement administrative and operational programs and policies for the Court; directs the development and implementation of organizational policies, procedures and goals for the Court, including personnel plans, calendar and case flow management, automated systems and record keeping.
- Manages staff, directly and through subordinate managers and supervisors.
- Monitors the effectiveness and results of court operations; directs operational and analytical studies and makes recommendations as appropriate.

## Essential Duties (continued)

- Manages the preparation and administration of the court budget, representing the Court in any budgetary matters with the County and State.
- Identifies and forecasts the Court's short and long-range needs; determines necessary resources (e.g., equipment and staffing).
- Represents the Court in major negotiations related to establishment of physical facilities for the Court and the provision of services by the County and other vendors.
- Serves as a liaison for the Court with the Judicial Council, committees of the Legislature, the news media, and State, County, and City officials; attends meetings of special commissions, civil groups and committees of the County as the Court's representative.
- Serves as jury commissioner.

## Specialized Knowledge, Skills and Abilities

- Knowledge of: principles, practices and trends in court, public and business administration; court organizations and functions; duties prescribed by law for Court Executive Officers; personnel management practice; local government operations; state legislation.
- Knowledge of fiscal management and budgetary control.
- Knowledge of the principles of organizational leadership.
- Ability to establish and maintain effective and diplomatic work relations with judicial officers and court personnel, law enforcement, education, health and social services agencies, legislative bodies, and other public or private organizations.
- Skill in dealing with diverse groups and sensitivity to cultural and gender issues.
- Excellent interpersonal communication skills essential in responding to inquiries from community groups, the general public and the news media.
- Skill in dealing with employee organizations and grievance resolution.
- Ability to establish an effective team atmosphere and to provide leadership in solving problems in a collaborative and systematic fashion.
- Ability to delegate appropriately.
- Ability to reason logically and creatively and to effectively analyze data and present ideas both orally and in writing.
- Ability to set and achieve organization-wide goals.

## Minimum Qualifications

**Education:** Bachelor's degree from an accredited college or university in court administration, business or public administration, criminal justice or a closely related field. A Master's Degree in a related field or completion of the National Center for State Courts' Court Executive Development Program is desirable.

**Experience:** Five (5) or more years of management or administrative experience including a minimum of three (3) years of court or law and justice related experience or any combination of training and experience that provides the desired knowledge and abilities. Completion of the Court Executive Development Program may substitute for two (2) years of the required experience.

**Driver's License:** Possession of a valid California driver's license.

## Physical Requirements and Work Environment

The following physical requirements are required to successfully perform the essential functions of this job:

- Frequent use of dexterity and coordination of hands to finger, use of a computer keyboard, handling/feeling objects, files, papers, reference and other materials; reaching with hands and arms; and stooping and kneeling.
- Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone.
- Specific vision abilities include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. A video display terminal is used on a daily basis.
- Frequent sitting, standing, and moving from place to place within the office is required.
- Occasional lifting and/or moving of objects weighing up to twenty-five (25) pounds, and reaching for items above and below desk level.

The noise and traffic level in the work environment are similar to a busy business office. Ability to handle multiple tasks with shifting priorities, occasional interruptions of work activities by telephone calls, visitors, and response to unplanned events. There may be periodic contact with angry and upset individuals. There may be irregular work hours including meetings and work outside the normal business day, occasional evening and weekend work, and occasional overnight travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.