

CLERK/EXECUTIVE OFFICER
OF THE SUPREME COURT

DEFINITION

Under policy direction, serves as the court's executive officer with responsibility for planning, organizing, coordinating, and directing with full authority and accountability the management of the Office of the Clerk of the Court and all non-judicial administrative support activities for the Supreme Court; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest executive-level class in the Clerk/Executive Officer series. The incumbent is responsible for managing personnel and non-judicial programs within organizational and policy confines of the Supreme Court, including full authority, responsibility, and accountability for the Office of the Clerk of the Court and all administrative support activities, including human resources, information systems, facility management, court security, and finance.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans and implements administrative and operational programs and policies for the Supreme Court and for the Office of the Clerk of the Court.
- Plans, organizes, administers, reviews, and evaluates the work of staff, through subordinate managers and/or supervisors; oversees or provides for the selection, training, professional development, and discipline of staff; supervises assigned staff.
- Develops and/or revises administrative policies and procedures.
- Reviews and responds to correspondence and inquiries regarding interpretation of court policies and procedures.
- Develops, administers, and monitors budget for the Supreme Court.
- Coordinates facility and space planning.
- Manages the procurement of supplies and equipment.
- Provides a full range of human resources support for the court.
- Coordinates information systems activities.
- Administers a variety of business services support including telephone systems, fax capability, and mail and duplicating services.
- Coordinates court security.
- Represents the court to internal and external customers, including the other branches of government, on issues pertaining to the court.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Policies and procedures associated with civil and criminal appeals before the Supreme Court.
- Functions, procedures, rules, and regulations of the Clerk's Office.
- California Rules of Court and the rule-making process.
- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Principles and practices of budget development and administration.
- Administrative principles, practices, and procedures associated with human resources, business services, information systems, finance, security, and other services found in a court.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Develop and implement court administrative programs, policies, and procedures.
- Develop and implement goals, objectives, and work standards.
- Manage programs and staff often through subordinate supervisors.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Develop and administer the court's budget.
- Apply effective methods of office administration in the areas of purchasing, human resources, budgeting and accounting, information systems, and other business services related to the operation of the court.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods and techniques.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably in court administration or a related field, and six years of court management experience, including a minimum of two years of increasingly responsible management experience. Additional relevant education may be substituted for up to two years of experience. A law degree may be substituted for two years of experience.

OR

Two years as an Assistant Clerk/Executive Officer.