

CLERK/EXECUTIVE OFFICER
OF AN APPELLATE 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 an entire appellate court; performs related work as assigned.

CLASS CHARACTERISTICS

This is an executive-level class in the Clerk/Executive Officer series. Incumbents are responsible for managing personnel and non-judicial programs within organizational and policy confines of an appellate 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, and finance.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans and implements administrative and operational programs and policies for the court and for the Office of the Clerk of the Court.
- Directs, plans, organizes, administers, reviews, and evaluates the work of staff, often 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 of an appellate court.
- Coordinates facility and space planning.
- Manages the procurement of supplies and equipment.
- Ensures a full range of human resources support is provided 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 appeals and original proceedings before an appellate court.
- Functions, procedures, rules, and regulations of the Clerk's Office.
- California Rules of Court and rule making procedures.
- 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.
- Directs and/or manage programs and staff often through subordinate managers and/or supervisors.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop and direct 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. A law degree may be substituted for two years of experience.

OR

Two years as an Assistant Clerk/Executive Officer.