



TUOLUMNE SUPERIOR COURT IS ACCEPTING APPLICATIONS FOR

COURT EXECUTIVE OFFICER

APPLY BY JANUARY 19, 2025





TUOLUMNE COUNTY

The County of Tuolumne (population 56,000) was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierras, Tuolumne County is both a recreation paradise and a wonderful place to live. The county contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers.

The beautiful City of Sonora is the county seat and the city and surrounding rural communities provide a lifestyle sought by many. The area enjoys a mild four-season climate. While a light snow may fall a few times a year, winters are relatively mild and above the fog of the San Joaquin Valley. This rural setting lies only a half an hour from local ski resorts and mountain recreation, 120 miles from San Francisco, a few hours from Lake Tahoe, and within an hour of Yosemite National Park.

ABOUT THE COURT AND TUOLUMNE COUNTY

The Court has four judges and one commissioner. The annual operating budget is approximately \$5 million for FY 2024-2025. The Court employs approximately 42 staff. The court moved to a new \$71 million dollar Courthouse in 2021. The Court has onsite parking.

For additional information about the Court, visit the website at <https://www.tuolumne.courts.ca.gov>.

POSITION SUMMARY

Under direction of the presiding judge of the Court, this executive-level position provides strategic direction and has overall management authority and responsibility for the non-judicial administration and operations of the Court.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent at-will executive level position that is appointed by and serves at the pleasure of the judges. This position is responsible for providing strategic direction, program and budget development, coordination, and goal setting for the Court. It is the highest non-judicial position in the Court.

SCOPE

The Court Executive Officer (CEO) 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 direction of the presiding judge and must exercise considerable discretion with respect to assignments and duties. The CEO works directly with members of the Judicial Council of California and other CEOs on Court administration policy and issues that affect the judicial branch.



REPRESENTATIVE DUTIES

- Works closely with the presiding judge 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; oversees personnel plans, calendar and case-flow management, new legislation implementation, fiscal and human resources policies, labor negotiations, labor and employee relations policies, automated systems, and records management.
- Oversees short- and long-range planning and program development.
- Manages staff directly and indirectly through subordinate managers and supervisors, including hiring and training staff, assigning work, conducting performance evaluations, administering disciplinary actions, and resolving personnel matters.
- Makes recommendations to the presiding judge on budget priorities.
- Prepares, implements, and oversees the Court budget.
- Negotiates contracts on behalf of the Court.
- Identifies problems and recommends procedural and administrative changes to the Court.
- Represents the Court in negotiations.
- Works with information technology and operations staff on the initiation of the Court moving to a Fileless/Digital Court.
- Serves as a liaison for the Court with the Judicial Council, committees of the Legislature, the media, State, County, City officials, and other governmental agencies.
- Serves on local and state committees, task forces and working groups; attends meetings of special commissions, civil groups, and committees of the County as the Court's representative.
- Oversees and monitors the effectiveness of Court operations.
- Oversees Court administration, including Fiscal, Human Resources, Information Technology, Facilities, and Court Program Management.
- Serves as Jury Commissioner.
- Other duties as set forth in California Rules of Court, rule 10.610.

MINIMUM QUALIFICATIONS

Education: Equivalent to possession of a bachelor's degree in court administration, business or public administration, criminal justice, or a closely related field.

AND

Experience: Seven years of progressively responsible administration experience in a court or judicial branch agency, including five years of management experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

Driver's License: A valid California Class C driver's license or the ability to utilize an alternative method of transportation is required to carry out job-related essential functions.

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES

- Principles and practices of court and public administration; duties prescribed by law for Court Executive Officers; personnel management practices; local government operations; state legislation.
- Principles and practices of efficient calendar and case-flow management systems.
- Management principles and practices, including goal setting, employee development, program development, implementation, evaluations, and the supervision of employees.
- Principles and practices of developing and administering multiple, complex budgets.
- Problem-solving and conflict resolution methods and techniques.
- Principles and practices of labor and employee relations.
- Laws and regulations applicable to court administration and court terminology and operations.
- Knowledge of California Trial Court Funding, Trial Court Financial policies and procedures, and the Judicial Council's Strategic and Operational Plan.
- Ability to provide leadership on policy, budget, and court administration.
- Build consensus on issues internally and externally, and effectively resolve problems.
- Ability to effectively manage the jury system.
- Manage, implement, and evaluate technology to assist the Court.
- Employ sound budget and fiscal management practices and procedures to ensure that annual expenditures are within the Court's budget.
- Ability to proactively propose and initiate changes in operations to achieve efficiencies and manage budget shortfalls.
- Plan and direct the work of staff.
- Identify and develop goals and objectives.
- Develop and enforce policies and procedures.
- Experience with Project Management.
- Knowledge of case management systems.
- Effectively negotiate program and service agreements with outside vendors and consultants.
- Communicate effectively in English, orally and in writing.



SALARY AND BENEFITS

The salary for this position ranges from \$165,000 - \$195,000 annually, commensurate with qualifications.

The Court also offers an excellent benefits package:

- Health/Dental/Vision insurance plans: Court-paid up to \$2,800 per month of actual premiums starting in January 2025
- CalPERS Retirement Plan
- 14 Paid Holidays
- Personal Time Off (PTO): 36 days annually
- Executive Management Leave: 10 days annually
- 457 Deferred Compensation Plans: Performance-based match
- Life Insurance: \$150,000 Court-paid Basic Term Life Insurance Plan
- Tuition Reimbursement: \$2,000 per fiscal year
- Professional Membership Allowance: \$500 annually
- Merit Longevity Pay
- Post-Retirement Medical Benefits
- Bereavement Leave: Up to 3 days annually
- Employee Assistance Program
- Cell Phone Stipend of \$75.00 monthly
- Wellness Reimbursement of up to \$75.00 monthly for Gym Membership, Chiropractic Services, Massage, or other wellness services



HOW TO APPLY

Interested persons are to submit a cover letter, resume, a one-page narrative statement of qualifications, and a completed Court application. The resume should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment, and a description of duties performed, including supervisory or management responsibilities. The narrative must succinctly describe the applicant's specific qualifications for the position. Please email your cover letter, resume, one-page statement of qualifications, and Court application to the:

Judicial Council of California
ATTN: Justin Logan, Human Resources
justin.logan@jud.ca.gov
455 Golden Gate Avenue
San Francisco, CA 94102

Applications may be obtained from the Court's website: <https://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml> or by calling (415) 865-4563. Applications must be received by 11:59 PM on January 19, 2025.

SELECTION PROCEDURES

The selection process is confidential. Submitted cover letters, resumes, 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.

THIS IS AN AT-WILL POSITION, SERVING AT THE PLEASURE OF THE COURT.

Equal Opportunity / ADA Employer

Superior Court of California

County of Tuolumne

12855 Justice Center Drive

Sonora, CA 95370

WWW.TUOLUMNE.COURTS.CA.GOV

*The Court's mission is to provide justice under the law, equally, impartially,
and expeditiously, with dignity and respect for all.*