



Superior Court of California County of Humboldt

Human Resources Department
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RECRUITMENT EMPLOYMENT OPPORTUNITY

EOE/ADA

COURT MANAGER I

Salary Range \$4166.66 to \$6416.66/month plus benefit package

COURT MANAGER II

Salary Range \$4916.66 to \$7083.33/month plus benefit package

Final Filing Date: May 19, 2014

Interview Date to be Announced

The Position:

The Superior Court of California, County of Humboldt is seeking to fill a Court Manager position. Depending upon qualifications and experience, the successful candidate will be hired as a Court Manager I or a Court Manager II. Incumbent will be assigned to manage any aspect of Court operations including but not limited to civil, family, juvenile, probate, appeals, traffic, criminal and jury services. This position also regularly directs the work of two or more subordinate Court employees, and exercises discretion and independent judgment. This position is unrepresented and at-will.

DISTINGUISHING CHARACTERISTICS:

The level I classification is distinguished from the level II classification in that the level II incumbent normally has more years of experience in a responsible clerical position involving legal process work and more years of experience in a supervisory capacity.

The duties of this position include, but are not limited to the following:

Essential Duties:

- 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.
- Explain policies and procedures relating to criminal, civil, small claims, juvenile, probate, appeals, traffic and jury service matters to the general public and attorneys.
- Supervise and oversee recordkeeping including data entry into computerized case management systems, collections and deposits of monies, preparation of indexes, direct retention, destruction and storage of court records.
- Conduct research to determine appropriate legal procedure when operational or other legal clerical issues or conflicts arise in the course of daily operations by utilizing legal books, computer programs including the internet, staff resources, management and policy directives or any other viable resources as required.

- Monitor and critique on-going office operations, including, but not limited to: form design, records management, personnel utilization, equipment and supplies ordering and procurement, invoice processing and payment, and employee selection, training, and evaluation processes in order to recommend operational changes or continuation of current operations.
- Assist with the preparation of financial and statistical reports, including Judicial Council reports.

Knowledge, Skills and Abilities:

The ideal candidate will possess the following knowledge, skills and abilities:

- Court procedures and functions in criminal, traffic, civil, probate, appeals, family law, juvenile, small claims and jury services divisions of the court.
- Procedures, legal documents, and protocol of courtroom clerking in all divisions of the court.
- Principles and practices of supervision, training, and performance management including performance evaluations.
- Bookkeeping procedures sufficient to maintain records of fines / fees and public funds.
- State codes, ordinances, and court procedures related to courtroom functions.
- Correct English usage, punctuation, spelling and grammar. General office procedures and practices.

Court Manager I Qualifications:

The Court Manager I qualifications require an applicant to possess a combination of experience and education that would produce the required knowledge and abilities. A desirable combination would be:

- Completion of a BA/BS in public or business administration, criminal justice or a closely related field; and two (2) years in a responsible clerical position involving legal process work, including one (1) year in a supervisory capacity.

OR

- Equivalent to completion of 60 units of college with an emphasis in public or business administration, criminal justice or a closely related field; and three (3) years in a responsible clerical position involving legal process work, including one (1) year in a supervisory capacity.

OR

- Equivalent to completion of high school and four (4) years in a responsible clerical position involving legal process work, including one (1) year in a supervisory capacity.

OR

- Any combination of education, experience and leadership skills that would provide someone with the equivalent knowledge, skills and abilities to meet the minimum qualifications of the position.

Court Manager II Qualifications:

The Court Manager II qualifications require an applicant to possess a combination of experience and education that would produce the required knowledge and abilities. A desirable combination would be:

- Completion of a BA/BS in public or business administration, criminal justice or a closely related field; and three (3) years in a responsible clerical position involving legal process work, including two (2) years in a supervisory capacity.

OR

- Equivalent to completion 60 units of college with an emphasis in public or business administration, criminal justice or a closely related field; and four (4) years in a responsible clerical position involving legal process work, including two (2) years in a supervisory capacity.

OR

- Equivalent to completion of high school and five (5) years in a responsible clerical position involving legal process work, including two (2) years in a supervisory capacity.

OR

- Any combination of education, experience and leadership skills that would provide someone with the equivalent knowledge, skills and abilities to meet the minimum qualifications of the position.

Other Requirements:

- Possession of a valid California driver's license; and
- Passing a detailed background and/or criminal history check.

Employment Eligibility

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the testing procedure as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street, and taking the elevator to the 3rd floor. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 269-1245 well in advance of the exam/interview for assistance.

Benefit Package Includes:

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 6 PERS Health Ins. Plans
- Dental & Vision Plans
- Life Insurance provided by employer (\$25,000.)
- 457 Deferred Compensation Plan available
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Flexible Spending Account (FSA) available

The provisions of this announcement do not constitute an implied or express contract, and any provisions contained in this announcement may be modified or revoked at any time.

How to apply

The job announcement and application may be obtained by contacting the Superior Court of California, County of Humboldt, Court Human Resources Department, 825 5th Street, 3rd floor, Rm #301, Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov, or by calling 707-269-1245. It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested. A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral interviews.

The completed original application must be filed with the Court Human Resources Department no later than 5:00 PM on May 19, 2014. Faxed applications will be accepted at 707-445-5769 and MUST be followed by the original application postmarked no later than May 19, 2014.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected

