

# **The Superior Court of California, County of Glenn**

invites applications for the position of:

## **Court Executive Officer**

Salary Placement between \$120,000 and \$140,000

Depending on Qualifications

**Applications due by Friday, August 6, 2021**



## About the Community:

Glenn County is a robust agricultural community surrounded by mountains on the west, the beautiful Sacramento river to the east, and Interstate 5 providing quick and easy access to Sacramento, just 90 miles south, or Redding, 70 miles north. The city of Chico is also nearby, only thirty to forty-five minutes away from the major towns in Glenn County, Willows and Orland. The County has over 1,188 farms with the major commodities including rice, almonds, olives, walnuts, pistachios, dairy products, and livestock. The last census population estimate was 29,245. Glenn County offers the ideal mix of small town living with great outdoor activities.

Outdoor activities include boating and swimming at Black Butte Lake and Stony Gorge Reservoir, fishing on the Sacramento River, camping and hiking in the Mendocino National Forest, Thunderhill Raceway Park, hunting, golfing, and visiting the 10,783 acre Sacramento Wildlife Refuge. The refuge includes about 7,600 acres of intensively managed wetlands, uplands, riparian habitat, and vernal pools, and typically supports wintering populations of more than 600,000 ducks and 200,000 geese.



## About the Court:

The court has two judges that handle all case types, a part-time Child Support Commissioner, approximately 22 staff including the Court Executive Officer, and an annual budget of approximately \$3.5 million. The court has a strong history of partnering with other courts and currently does so to deliver information technology, legal research, self-help, and family law facilitator services. All other functions of the court are carried out directly by its staff.

The court currently operates three temporary locations and has a fourth location that serves as a records facility. Two locations, one in Willows and one in Orland, house the court's primary clerk's offices and all courtrooms. Another location in Willows houses administration, finance, the traffic clerk's office, self-help, and the family law facilitator. A construction project to renovate and expand the historic 1894 courthouse in Willows is underway and will consolidate all services into one location in the second half of 2022.

## The Position:

The position serves as the Court Executive Officer, Clerk of the Court, and Jury Commissioner. This is an executive level position appointed by and serving at the will of the judges and under the direction of the Presiding Judge. In conjunction with judicial leadership, this position is responsible for providing strategic direction and planning to the court. It is also responsible for overseeing all administrative and operational staff and functions of the court. This is a highly visible role in which the CEO provides leadership in all court-related issues of interest to the community, working collaboratively with county departments, other justice system agencies, community organizations, and the public. The CEO also works directly with the Judicial Council, other CEOs, and staff from other courts on policy and issues that affect the Judicial Branch in California.

Specific responsibilities include, but are not limited to the following:

**Budget:** In consultation with the Presiding Judge, develop fiscal priorities; monitor statewide budget trends and policies; direct the administration of local court fiscal procedures and programs including general and grant accounting, financial reporting, payroll and benefits administration; employ sound budget and fiscal

management ensuring annual expenditures are within the court's budget allocation and aligned with the court's vision and mission.

**Calendar Management:** Supervise and employ efficient calendar and case flow management systems, including analyzing and evaluating pending caseloads and recommending effective calendar management strategies; monitor the effectiveness of court operations, direct operational and analytical studies; identify issues, recommend, and implement procedural and administrative changes as appropriate.

**Facilities:** Plan physical space needs, ensuring efficient use of and safe court facilities; in consultation with the Presiding Judge and Judicial Council staff, make decisions related to the Willows courthouse construction project, including planning for and executing the move out and closure of current temporary facilities; purchase and manage janitorial services, furniture, office equipment and supplies.



(Rendering of renovated and expanded Willows Courthouse)

**Personnel:** Provide strategic planning and direction, ensuring effective resource allocation, training and performance management practices, programs, and personnel policies and procedures; develop and maintain a professional working environment fostering a high level of morale and employee dedication to public service; recruit to attract and retain talented and qualified staff; provide for employee development; oversee and direct labor relations and negotiations.

**Technology:** Develop and implement a court-wide strategic technology plan; evaluate and implement new technology and automated systems and procedures that meet the court's operational and service delivery needs, including increased use of and improvements to the court's new case management system, Odyssey.

**Strategic Planning:** In consultation with the judges, develop, implement, and monitor progress toward goals and objectives to address changing needs, trends, and challenges affecting the court; recommend and implement changes to the court's organizational approaches to delivering services; monitor and implement legislative changes.

**Court Security:** In collaboration with the County Sheriff, develop and implement the court's security plan providing a safe environment for judicial officers, court staff, and members of the public; oversee the provision of security services by the Sheriff's Department.

**Jury Management:** As the the court's Jury Commissioner, manage the court's jury management system, ensuring efficient delivery of juror resources in compliance with applicable legal and procedural requirements.

**Records:** As the Clerk of the Court, manage uniform record-keeping systems; implement and oversee practices to ensure the accuracy of court records; provide for effective data collection and reporting on court business.

**Contracts:** Negotiate and oversee contracts on behalf of the court in accordance with established contracting procedures, applicable laws, and Judicial Branch policies and procedures.

**Public Relations:** Represent the court in matters related to the media, community organizations, educational institutions, and other government agencies.

Other duties as set forth in California Rules of Court, rule 10.610.

## The Ideal Candidate:

The court seeks a Court Executive Officer that is an exceptional leader and progressive visionary with the ability to develop and maintain positive relationships. A committed, confident, and common-sense public servant with a high level of integrity represents an ideal blend of attributes for this position.

The ideal CEO will be:

- An experienced court administrator with a thorough understanding of the administrative and operational functions of the court.
- An approachable and politically astute leader, with a management style that fosters trust, loyalty, respect, and commitment to the rule of law.
- In possession of effective critical thinking skills to define problems, assess alternatives, and advocate for solutions consistent with the court's goals.
- Able to demonstrate written and oral communication skills needed to influence decisions affecting the court.
- A visionary leader with outstanding skills in leading teams, motivating staff, encouraging new ideas, fostering trust, and successfully setting priorities with limited resources.
- A quick and clear thinker who is calm under pressure, tactful, and positive.
- A versatile individual effective at balancing and carrying out competing priorities.
- Knowledgeable about principles and practices of public administration, organizational structure and management, court and judicial system functions and processes, local, state, and federal laws, rules, and regulations related to court management.

## Minimum Qualifications:

**Experience:** Five (5) years of progressive administrative experience in a court, judicial branch entity, or other governmental agency, including two years of management experience.

**Education:** A Bachelor's Degree from an accredited university or college with major coursework in court administration, business or public administration, accounting, criminal justice, psychology, sociology or another applicable field.

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

Incumbents must be able to travel regularly in Glenn County and in and out of state. A valid California driver's license or the ability to utilize an alternative method of transportation is required to carry out job-related essential functions.

## Compensation and Benefits:

Salary will be set at a fixed rate between \$120,000 and \$140,000 annually depending on qualifications. The court also offers the following benefits:

- **Vacation Leave:** Vacation leave is accrued based on years of service. Annual accruals are as follows: 0-2 full years, 11 days; 3-11 full years, 16 days; 11-19 full years, 21 days; after 19 full years, 26 days.
- **Sick Leave:** Employees accrue 96 hours (12 days) of paid sick leave annually.
- **Flexible Leave:** The CEO receives 16 hours (2 days) of paid flexible leave per year.
- **Holidays:** Employees receive 13 paid scheduled holidays and one paid floating holiday per year.
- **Insurance Plans:** The court makes available multiple health insurance plans, including options for employees and their dependents that are 100% employer-paid, or a cash-in-lieu benefit for opting out. The court also makes available dental and vision insurance plans that are 100% employer-paid for the employee and the option to add dependents at employee cost. The court provides a group term life insurance policy of \$75,000. Additional coverage may be elected at employee cost.
- **Retirement Pension:** Membership in the Public Employees Retirement System (CalPERS). The benefit formula is determined by CalPERS regulations and is 2.5% at age 55 for classic members and 2% at age 62 for new members. Employees pay 100% of the employee contribution and the court pays 100% of the employer contribution.
- **Retirement Health Insurance:** Retirees that have five years of service and meet other CalPERS regulations are eligible to continue using a court-provided health insurance plan and receive employer contributions toward the premium.

- **Deferred Compensation:** The court contributes \$75 biweekly to a tax-deferred long-term savings plan, specifically a CalPERS 457 plan. Additional contributions may be elected at employee cost.
- **Cell Phone Allowance:** A cell phone allowance of \$40 biweekly is available if employees use their phone for court business.
- **Longevity Pay:** The court pays a 5% differential above base salary after 12 years of completed service.

## How to Apply:

Completed applications, including responses to the required supplemental questions, and a cover letter and resume must be submitted online at <https://www.governmentjobs.com/careers/glenncourt>.

**Applications are due by 11:59 p.m. on Friday, August 6, 2021.** Application packets will be evaluated to select the best qualified candidates to continue in the selection process. First round interviews are anticipated to be scheduled the week of August 16<sup>th</sup>. Second round interviews are anticipated to be scheduled on August 31<sup>st</sup>.

This is an at-will position, serving at the pleasure of the court. The court is an equal opportunity/ADA employer.

