



# Assistant Executive Officer

Class Code:  
4802

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Revision Date: Jan 9, 2017

## SALARY RANGE

SEE SALARY SCHEDULE

### **JOB DESCRIPTION:**

Under the authority and general direction of the Court Executive Officer, this executive-level position assists in planning, supporting and directing the administrative operations for the Court and supervises a number of Division Directors as delegated by the Court Executive Officer. The Assistant Executive Officer may also be responsible for direct management of one or more functional units of a size smaller than a division.

### **EXAMPLES OF DUTIES:**

Typical Duties (May include but are not limited to the following:)

1. Confers with the Presiding Judge, Assistant Presiding Judge, Executive Officer, other judicial officers, members of the Executive Team, and staff in the development and execution of strategic and operational plans as they relate to court administrative and operational functions.
2. Through the direction of Division Directors, directs and coordinates the activities of multiple court divisions.
3. Through the direction of managers and supervisors, directs and coordinates the activities of other functional units within the Court.
4. Develops and implements court-wide policies and practices consistent with law related to the provision of court services.
5. Recommends goals and objectives, and formulates court-wide policies and procedures relative to court administrative and operational functions.
6. Utilizes technical, analytical and project planning expertise in the areas of office and court automation.

7. Provides executive level coordination of complex studies and projects pertaining to a variety of technical, statistical, administrative, financial, human resources and operations.
8. Participates in the development, implementation and maintenance of information technology resources and systems.
9. Serves on, coordinates and/or supports various court committees, and attends meetings with county, state, court or justice system agencies.
10. Represents the court through interaction with members of the legal community and participates on task forces; and makes oral presentations to boards, committees or outside interest groups and organizations, attorneys and the general public.
11. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Education:

Graduation from an accredited college or university with a Bachelor's degree in court administration, public administration, public policy, business administration or a closely related field.

Specialized court management training or related management work experience may be substituted for the education on a year for year basis.

### And

### Experience:

Equivalent to five years of administrative or managerial experience, including at least two years in a court or court-related work environment.

## **DESIRABLE QUALIFICATIONS**

- Executive-level managerial experience.
- Experience with trial court operations.
- Experience working in administrative functions.
- Experience in the application of technology in the administrative functions.
- Demonstrated leadership in implementing programs that improve access and services to the public.
- Experience in developing successful business solutions.
- Demonstrated success in managing change.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* principles, practices and trends in court administration, court organizations and functions; laws, principles and practices relating to the administrative functions of the court; personnel management practices, including supervision and training, evaluation and discipline; research and problem solving methods; effective oral and written communication techniques.

*Ability to* reason logically and creatively using a wide variety of analytical techniques to manage an executive team in examining organization, programs, procedures and practices; identify and effectively analyze data and implement operational changes; present ideas and information effectively, both orally and in writing; consult with and advise judges, executive management, state and county government representatives on a wide variety of subject matters; plan, direct, develop and supervise court staff; build consensus and resolve conflict; establish and maintain cooperative working relationships.