



Court Supervisor

Class Code:
4918

Bargaining Unit: Alameda County Management Employees
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Dec 19, 2007
Revision Date: Dec 11, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to supervise the courtroom and/or legal document processing operations within a court division; to plan, organize and supervise the work of legal processing assistants and/or courtroom clerks; and to perform related duties as assigned.

DISTINGUISHING FEATURES

This class reports to the Division Chief II/III or designee, works directly with judicial staff and has the responsibility for directing the work, supervision and evaluation of the legal processing and/or courtroom support staff. The Court Supervisor is distinguished from the next higher-level class of Division Chief I in that the former class supervises courtroom and/or legal document processing operations within a division while the latter class manages the daily operations of a division within a court and oversees the administrative responsibilities.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Supervises daily courtroom, legal document processing operations and/or other specialized functions within a Court division; establishes work priorities, provides direction and makes decisions on difficult and complex problems dealing with a variety of operations within a division; may coordinate courtroom, legal processing operations staffing coverage; and may assign court attendants to appropriate court departments, including arranging per diem services to cover court proceedings.

2. Participates in the hiring process of new employees in a division; trains employees in work

procedures, document processing and courtroom operations; evaluates employees' work performance; approves leave requests and timesheets/e-time for regular, contract, and per diem employees; prioritizes and schedules work; and coordinates work flow and cross training.

3. Resolves technical and procedural problems; answers complex and difficult procedural questions related to legal document processing and courtroom operations; advises attorneys and the general public regarding the status of legal cases and provides procedural information; and applies court policies to resolve issues arising from service to the public.

4. Ensures high customer service provided by employees to include timely response to requests for information and documents from internal and external customers.

5. Prepares and maintains a variety of administrative, judicial, work status, narrative and statistical reports.

6. Monitors relevant legislation and determines the effect on courtroom, administrative and operational procedures; and acts as liaison with other courts, local and statewide organizations, and agencies.

7. Develops and implements procedures and work methods related to the work of the assigned section; makes recommendations for improvements in providing services; and assists in the formulation of procedures and training materials.

8. Sets up and determines the methodology to be used in maintaining filing and record keeping systems; assists in the development and implementation of automated systems; and oversees maintenance of evidence and exhibits.

9. Performs special projects and/or acts as representative for a variety of administrative and operational programs such as safety or security.

10. May perform back-up duties in the absence of subordinate employees, including Court Attendants, Courtroom Clerks, Legal Processing Assistants and/or Legal Processing Specialists.

11. May act on behalf of immediate supervisor in manager's absence.

12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of two options.)

Option I

Experience:

The equivalent to four years of full-time administrative and/or specialized clerical experience in the Superior Court of California, County of Alameda service. Experience as a lead worker is desirable.

Or Option II

Education:

Possession of an Associate's degree or completion of two years from an accredited college or university with major coursework in business administration, criminal justice, psychology, public administration or social science.

The equivalent to one year of full-time experience as a lead worker in a business, court or legal environment can substitute for one year of the required education.

And

Experience:

The equivalent to two years of full-time lead worker experience in a business, court or legal environment.

KNOWLEDGE AND ABILITIES:

Knowledge of California codes, ordinances, laws, regulations, procedures and policies; legal document processing and courtroom operations, timetables, jurisdiction and courtroom practices and procedures, operations and services; documents and terminology related to civil, small claims, criminal, traffic, probate, family law and juvenile cases; computer and record systems of the Court; spreadsheets and database application software; technical resource materials and information sources applicable to the area of assignment; principles and practices of supervision, training and staff development; and office practices and procedures.

Ability to train, supervise and evaluate the work of assigned legal processing and courtroom services staff; review and analyze problems; and implement changes to work procedures; understand, explain and apply specific statutes, codes, laws and procedures; maintain complex legal records; locate, identify and correct technical inaccuracies; and prepare narrative and statistical reports.

CLASSIFICATION HISTORY:

Date Established: 12/19/07