



# Executive Officer

Class Code:  
9030

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Revision Date: Aug 28, 2015

## SALARY RANGE

SEE SALARY SCHEDULE

### **JOB DESCRIPTION:**

The Court Executive Officer has courtwide responsibility for the performance of all administrative functions and Court personnel; to serve as the Clerk of the Superior Court and the official custodian of records and collector of fees; to lead the Executive Team comprised of the Court Executive Officer, General Counsel and 7 Division Directors who are responsible for court operations and a variety of courtwide administrative and programmatic services.

### **EXAMPLES OF DUTIES:**

Acting under the direction of the Presiding Judge, and pursuant to California Rules of Court rule 10.610, the Court Executive Officer is responsible for overseeing the management and administration of the non-judicial operations of the Court as follows:

1. Providing general direction to and supervision of the employees of the court.
2. Making recommendations to the Presiding Judge on budget priorities; preparing and implementing Court budgets, including accounting, payroll, and financial controls; and employing sound budget and fiscal management practices and procedures to ensure that annual expenditures are within the Court's budget.
3. Negotiating contracts on behalf of the Court, in accordance with established contracting procedures and all applicable laws.
4. Supervising and employing efficient calendar and case flow management systems, including analyzing and evaluating pending caseloads and recommending effective calendar management techniques.
5. Analyzing, evaluating, and implementing technological and automated systems to assist the court.
6. Managing the jury system in the most efficient and effective way.
7. Planning physical space needs, and purchase and manage equipment and supplies.
8. Creating and managing uniform record-keeping systems, collecting data on pending and completed judicial business and the internal operation of the Court, as required by the Court and the Judicial Council.

9. Identifying problems, recommending procedural and administrative changes to the Court.
10. Providing a clearinghouse for news releases and other publications for the media and public.
11. Acting as liaison to other governmental agencies.
12. Providing staff for judicial committees.
13. Performing other duties as the Presiding Judge directs.

## **MINIMUM QUALIFICATIONS:**

### Education

Possession of a Bachelor's degree from an accredited college or university in business and judicial administration or some related field.

**and**

### Experience

Five years of full time progressively responsible experience in a complex court, criminal justice or governmental environment. Experience in public finance or human resources is highly desirable. Background in trial court management, including operations is advantageous.