

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: January 5, 1999
AGENDA ITEM NO.: 3

DEPARTMENT: Administration

BY: Janet Hogan

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No)

Adopt resolution approving new classification specification for Court Executive Officer at salary range 300 (\$4,208 per month/\$50,496 per year at Step 1), approve allocation of one position to the Courts and waive hiring freeze on management positions to allow recruitment for the position.

A Court Executive Officer is a requirement of the trial court consolidation process, and the position must be allocated and filled by July 1, 1999. The proposed class specification was developed after reviewing similar positions from other counties with trial courts the size of Mariposa's. The Court Executive Officer will be a management position, serving at the pleasure of the Presiding Judge, and responsible for overseeing all non-judicial functions of the courts.

The position is recommended to be represented by the Mariposa County Management and Confidential Organization

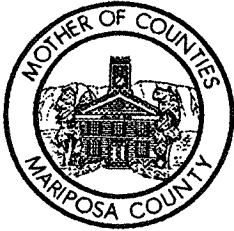
BACKGROUND AND HISTORY OF BOARD ACTIONS:

Previously the Board has approved modifications to other Court positions to accommodate some of the Executive Officer duties and responsibilities. Those class specifications are anticipated to be revised and brought back for Board of Supervisors review and approval prior to July 1, 1999.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

To be fully in compliance with State requirements for consolidated trial courts, there must be a single Executive Officer appointed to oversee Court operations.

COSTS: () Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ C. Required Additional Funding \$ D. Internal Transfers \$ SOURCE: () 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies ,if approved: _____		SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: _____ _____ _____ _____ _____ _____ _____
CLERKS USE ONLY: Res. No. <u>99-3</u> Ord. No. _____ Vote - Ayes: <u>5</u> Noes: _____ Absent: _____ Abstained: _____ Approved () Denied Minute Order Attached () No Action Necessary The foregoing instrument is a correct copy of the original on file in this office Date: _____ ATTEST: _____ MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California BY: _____ Deputy		ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> For Policy Determination <input type="checkbox"/> Submitted with Comment <input type="checkbox"/> Returned for Further Action Comment: _____ _____ CAO's Initials: _____



COUNTY of MARIPOSA

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET HOGAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: New Classification Specification for Court Executive Officer; Res. 99-3

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 5, 1999

ACTION AND VOTE:

Janet Hogan, County Administrative Officer;
Resolution Approving New Classification Specification for Court Executive Officer at Salary Range 300 (\$4,208 Per Month/\$50,496 Per Year at Step 1), Approve Allocation of One Position to the Courts and Waive Hiring Freeze on Management Positions to Allow Recruitment for the Position

BOARD ACTION: Discussion was held. Judge LaRoche, Superior Court, provided input relative to the request. (M)Parker, (S)Stewart, Res. 99-3 adopted, with the understanding that funding for the position will be provided through the Trial Court Funds/Ayes: Unanimous.

cc: Carlos LaRoche, Superior Court Judge
Richard McMechan, Superior Court Judge
Nancy Kyle, Personnel
Ken Hawkins, Auditor
Jeffrey G. Green, County Counsel
File

MARIPOSA COUNTY

JOB TITLE: Court Executive Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This management classification performs administrative, budgetary and management duties as required to oversee the operations of the consolidated courts in accordance with state law and Rules of Court; performs a variety of difficult, complex, and specialized functions including information gathering, information preparation and public relations assignments; serves as Jury Commissioner; and performs other related work as required. This classification works independently and exercises a high degree of independent judgment in the performance of assigned duties. Employees in this classification select, train, assign, coordinate, supervise, formally evaluate and discipline court staff.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Presiding Judge

TYPICAL DUTIES:

- Work with judges to develop and implement court policies and procedures in accordance with judicial standards and requirements
- Coordinate with judges, State court staff and others to prepare, revise and implement long-range plans for court operations and activities
- Coordinate and ensure effective operation of the master calendar
- Direct the administrative work of the court including implementation of policies and execution of statutory duties, including receiving filings; indexing; setting calendars; entering judgments; issuing writs, bench warrants and other legal process as required
- Prepare and administer the budgets of the court and of the Grand Jury
- Oversee fixed asset, other equipment, and supplies purchases and ensure efficient utilization, maintenance and disposition of court resources

MARIPOSA: Court Executive Officer

TYPICAL DUTIES (Cont'd):

- Collect, compare and analyze statistical information on court activities and other subjects and prepare reports
- Maintain and update court fee schedule as required by code
- Oversee maintenance of departmental records
- Manage operation of the County's jury system
- Coordinate implementation and operation of court information systems
- Act as staff for judicial committees and liaison with the County, other governmental agencies and the general public
- Select, supervise, train, evaluate and discipline court staff
- Perform other related duties similar in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- principles and effective practice of administration and organization
- objectives, functions, services and operation of court offices
- Civil Procedure, Penal Code and other statutes relating to the court
- governmental finance, budget development, fiscal forecasting and control
- jury selection, processes and procedures
- interrelationships among the court and other County departments or state agencies
- principles of personnel management, supervision and training
- current information management systems

MARIPOSA: Court Executive Officer

Ability to:

- plan, organize, and direct the activities of the court offices and related services
- develop, control and administer budgets and expenditures; forecast revenue
- establish and maintain effective working relationships with judges, governmental officials, departmental staff and others contacted in the work of the court
- coordinate court activities with other departments and offices
- facilitate development of long-range plans
- understand, interpret, explain and apply laws, policies, programs, procedures and rules applicable to court administration and jury selection
- gather, organize, analyze and present a variety of data and information
- prepare and present clear, concise and logical oral and written reports
- supervise and train others
- operate a personal computer

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university with substantial course work in Court, Public or Business Administration or a closely related field, and 4 years of progressively responsible administrative experience in a court system which includes at least 2 years of supervisory experience.

Additional responsible administrative experience may be substituted for the required degree on a year-for-year basis up to a maximum of two years