

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Adopt this resolution approving revised class specification for the position of Court Executive Officer at a revised flat salary of \$62,500 annually. This position continues to be assigned to MCMCO for benefits and negotiated cost-of-living adjustments.

The extensive recruitment that recently closed failed to yield a sufficient number of minimally qualified applicants to provide a selection to the court for interview and appointment purposes. The changes proposed in the attached class specification affect the minimum qualifications only and more specifically define the needs of the court relative to the functions and responsibilities of the Court Executive Officer. Discussion with the Administrative Office of the Courts and other court systems in California strongly suggest that appointment be made of an individual with specific court work experience rather than a candidate demonstrating strong legal background or one who has worked peripherally with the criminal justice system in other capacities such as probation or social work.

While considered to be very high within Mariposa County's overall salary schedule, a review of the salaries within the California court system itself show the existing range to be extremely low. Mariposa's current salary reflects a range from \$4,271 to \$5,191 per month. Recent recruitments by other counties for this position have advertised salaries in the order of \$61,216 annually (\$5,101 per month) in Glenn County to \$6,048 - \$7,383 per month (\$72,576 - \$88,596 annually) in our neighboring Tuolumne County. The proposed salary would be somewhat comparable to the low end of salaries established for Deputy Court Executive Officers in mid-size or larger counties. To be sufficiently competitive to attract a qualified applicant pool in order to staff this vital position, this salary increase is recommended.

It is not anticipated that appointment to this position will be made prior to July 1, 1999, and cost for any approved salary range increase will be budgeted appropriately for the new fiscal year. Full funding through the AOC is anticipated.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Do not approve this proposed revision to the class specification and salary and direct the Personnel Office to continue recruitment efforts.
2. Make any changes to this proposed class specification and salary as deemed necessary by the Board.

**COSTS:** (X) 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:  
 1. Class Specification for Court Executive Officer  
 \_\_\_\_\_  
 \_\_\_\_\_

**CLERK'S USE ONLY:**  
 Res. No.: 95-118 Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
 Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
 This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action

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

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 A.O. Initials: JW / [Signature]

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 unified 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
- Collect, compare and analyze statistical information on court activities and other subjects; prepare reports and/or respond to surveys
- Maintain and update court fee schedule as required by code

MARIPOSA: Court Executive Officer

**TYPICAL DUTIES (Cont'd):**

- Prepare mandatory human resources and other related surveys for the Judicial Council and the AOC
- Oversee requests and preparation of mandatory plans required by the State of California relative to trial court unification and on-going operations of the court
- Negotiate agreements required for effective court operations
- 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 working for a California court which includes at least 2 years of formal supervisory experience. Graduation from the Institute of Court Management Fellows Program and a working knowledge of JALAN is highly desirable.

Additional responsible administrative/management experience working for a California court may be substituted for the required degree on a year-for-year basis up to a maximum of two years; however, the required minimum two years of college (60 semester units or 90 quarter units) must demonstrate substantial qualifying coursework.