

DEPARTMENT: County Counsel

BY: Jeffrey G. Green

PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the attached revised class specification for the position of Administrative Court Clerk revising the salary range from 164-180 to 177-193, and reinstating the incumbent employee at Step 3 of the new salary range effective August 1, 1994.

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."

The Trial Court Realignment and Efficiency Act of 1991 required the Courts to actively pursue consolidation of functions and operational improvements in order to meet cost reduction goals established by the State.

In accordance with the provisions of Government Code Section 69898(d), on September 8, 1992, Superior Court Judge Richard L. McMechan presented his recommended action and justification to the Board of Supervisors to take the first step in court consolidation by reassigning certain clerical staff and functions from the County Clerk's office to that of Superior Court. No action was required by the Board in order to invoke this recommendation.

Subsequent to that action, in October, 1993, the Board approved new class specifications for a Court Clerk series and elimination of class specifications for certain Superior and Justice Court Clerk positions. This same action included revision of the class specification for the Administrative Court Clerk/Jury Commissioner to add supervisory functions. No salary range adjustment was made at that time.

This proposed revision adds jury commissioner functions to the Administrative Court Clerk/Jury Commissioner class specification. Transfer of those functions commenced in October, 1993 and continue to be performed by or under direction of that position. The requested increase in salary range from 164-180 to 177-193 reflects the increase in functions and responsibilities relative to both supervisory and jury duties currently being performed by that position and places the incumbent employee at the same step in this range to which her salary had been frozen subsequent to deletion of her position as Assistant County Clerk and placement into the new position of Administrative Court Clerk/Jury Commissioner.

No additional funds are requested relative to this proposed salary range as they have been budgeted by the department.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed revised class specification and salary range.
 Revise this proposed class specifications and salary range as deemed necessary.

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:

CLERK'S USE ONLY:
 Res. No.: 94-320 Ord. No. _____
 Vote - Ayes: 5 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:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: _____

A.O. Initials: EW

MARIPOSA COUNTY

JOB TITLE: Administrative Court Clerk/Jury Commissioner

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position, with limited supervision and within a broad framework of policies and procedures, performs difficult and complex work assisting court judges with their administrative duties including coordination of all administrative functions and budget preparation for all court activities. This job class compiles and processes master jury lists and jury pool, summons jurors for Superior Court, and submits claims for regular and grand jury service. Employees in this classification work independently and exercise a high degree of independent judgment in the performance of assigned duties. Employees may train, assign, coordinate, supervise and formally evaluate the work of others.

SUPERVISOR: Superior Court Judge

TYPICAL DUTIES:

- Performs court administrator functions for the courts
- Coordinates and prepares work of the court offices
- Conducts studies and prepares reports
- Drafts and recommends for adoption court policies, procedures and rules
- Consults with Judges on court policy and legality and efficiency of procedures
- Formulates, prepares and presents the court budgets to the judges
- Oversees the maintenance of departmental records and budgetary controls
- Makes selection of prospective jurors and Grand Jurors from master lists and processes mail-outs
- Pulls venires for Superior Court jury trials; prepares summons for Sheriff's Office; processes documents and records; and prepares claims for payments

MARIPOSA: Administrative Court Clerk/Jury Commissioner

TYPICAL DUTIES: (Cont'd)

- Maintains an accurate record of Grand Jury panel and files and prepares claims monthly for meetings.
- Develops and recommends work methods to suit changing needs and to simplify and establish uniform procedures
- May represent the courts in working with other agencies and departments on matters affecting office operations
- Maintains liaison with other departments on budgetary, data processing, procedural and other needs and issues
- Prepares reports and correspondence
- Inputs, accesses and analyzes data using a computer
- Accurately maintains and verifies inventory lists for courts
- Purchases fixed assets
- Serves as collection point for court-appointed counsel and other court-related fees, fines and forfeitures
- Microfilms/stores and destructs court records
- Prepares and updates fee schedules
- Maintains fee schedule for court and updates as required by code
- Supervises, trains, and formally evaluates the work of others
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- principles and effective practice of administration and organization
- Civil Procedure, Penal Code and other statutes relating to the court

MARIPOSA: Administrative Court Clerk/Jury Commissioner

Knowledge of (Cont'd):

- governmental finance and budget development, forecast and control
- jury selection, processes and procedures
- objectives, functions, services and operation of court offices
- interrelationships among the court office and other departments
- principles of supervision and training

Ability to:

- plan, organize, coordinate and direct the activities of the court offices and related services
- establish and maintain effective working relationships with Judges, governmental officials, departmental staff and others contacted in course of work
- coordinate court activities with other departments and offices
- understand, interpret, explain and apply laws, policies, programs, procedures and rules applicable to court administration and jury selections
- prepare and present clear, concise and logical oral and written reports
- supervise and train others

MINIMUM QUALIFICATIONS:

- High school graduation or equivalent and four years of broad and extensive professional administrative or management experience, or six years of progressively responsible supervisory administrative experience in a Justice or Superior Court.