

Superior Court of California County of Plumas

INVITES APPLICATIONS FOR THE POSITION OF

Court Executive Officer

Salary Range: \$100,000 to \$140,000

Plus \$3,500 Relocation Allowance

Application Deadline: Open Until Filled



The Quincy Courthouse for the Superior Court of California, County of Plumas





Live and Work Close to Nature in the Sierra Nevadas

Plumas County is located in the Sierra Nevada Mountains and the majority of the county is designated as national forest land. Plumas is a destination for those who like nature untouched. Forest, streams and rivers are readily accessible by car or foot. Recreational activities include biking, boating, camping, fishing, hunting, hiking, golfing, snowmobiling, snowshoeing, and mountain biking.

The Court Executive Officer position is based at the historic courthouse for the Superior Court of Plumas located in the town of Quincy. Quincy, being about 80 miles from Chico, CA, Reno, NV, Truckee, CA and Lake Tahoe, offers the opportunity to have access to entertainment, shopping and cultural activities while still residing in a small, quiet and beautiful natural environment.

The Court Executive Officer Position

The Superior Court of California for the County of Plumas is seeking to fill the position of Court Executive Officer (CEO). The CEO is an executive level position serving at the discretion of the judges and under the executive direction of the Presiding Judge. This position is responsible for providing strategic direction to the Plumas County Superior Court (Court) and has overall management authority of the non-judicial components of the Court. The CEO is responsible for all of the duties specified in Rule 10.610(b) and (c) of the California Rules of Court. Plumas County is a small County located in the Sierra Nevadas with a full-time population of 18,7462 (2023) and one incorporated city, the City of Portola. The Plumas County Superior Court is a two-judge court with a current allocation of 10 full-time non-judicial positions (including the CEO) that will require the CEO to be “hands on” and work closely and cooperatively with the judges, court staff, contract IT staff, Family Law Facilitator, Child Support Commissioner, justice partners, union negotiators, contractors, courtroom professionals and Judicial Council staff. In addition to the duties set forth in Rule 10.610(b), the CEO acts as ex officio jury commissioner and Clerk of the Court, and is responsible for the representative duties stated below. The CEO must be willing to live in a rural environment with winter weather conditions, be willing to travel distances for meetings, training, and common amenities available in larger communities, and act as the Court’s Human Resource Director and Facilities Director.

Representative Duties:

- Prepares all reports required by the Judicial Council and other state/federal agencies.
- Works with the Sheriff’s Department and local law enforcement to ensure court security.
- Assists the presiding judge in the development and approval of local court rules and general orders.
- Responds to media and record requests (Rule of Court 10.500).
- Assists the presiding judge in the recruitment of the Civil Grand Jury.
- Identifies and prepares court for changes in state budget allocations, laws, and Rules of Court.
- Works closely with the presiding judge to plan and implement administrative and operational programs and policies for the court.
- Provides leadership and motivation to staff.
- Directs the development and implementation of organizational policies, long range planning, new legislation implementation, fiscal and human resource policies, labor negotiations and labor relations policies, automated systems, and records management.

The Court in Plumas County

The Superior Court for Plumas County has three Judicial Officers—two judges and a child support commissioner. The Court has one courthouse, the historic courthouse in the county seat of Quincy. There are 10 full-time staff positions. The management team for the Court consists of the Court Executive Officer and the Fiscal Manager. I.T. services are contracted with the Placer County Superior Court.



Representative Duties Continued:

- Plans, organizes, directs and coordinates directly and/or through subordinate managers and supervisors.
- Monitors the effectiveness and results of court operations; directs operational and analytical studies and makes recommendations to the presiding judge as appropriate.
- Directs the preparation of data, reports, agreements, contracts, memorandum of understanding, labor contracts, and other legal documents.
- Directs, manages and monitors the preparation of the court's budget, fiscal operations, and represents the court in budgetary matters.
- Identifies and forecasts the court's short and long-range needs.
- Works closely with judges and represents the court in negotiations related to establishment of physical facilities for the court and provision of services to the court by outside vendors.
- Serves as liaison for the court with the Judicial Council, the news media, and State, County and City officials.

Ideal Candidate should have the following:

Knowledge of:

- Principles and practices in Court and public administration; Court organizations and functions; duties prescribed by law for Court Executive Officers; personnel management practice; local government operations; state legislation.
- Demonstration of a past record of leadership amid complex factors, such as budget fluctuations and new law implementation.
- Analysis of complex administrative and process problems; evaluation of alternatives, and implementation of solutions.

Ability to:

- Proactively propose and initiate changes in operations to achieve efficiencies and manage budget fluctuations.
- Establish and maintain positive working relationships with elected officials, staff, the public, and representatives from other agencies, including the Judicial Council and other Court Executive Officers.
- Skill in dealing with employee organizations and grievance resolution.
- Ability to establish an effective team atmosphere and to provide leadership in solving problems in a collaborative manner.
- Demonstrate a history of successful project management that reflects on-time and on-budget deliverables.

Minimum Qualifications

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

Education: A Bachelor's degree from an accredited college or university in business or public administration, criminal justice or a closely related field.

Experience: Five years of progressively responsible managerial experience in public service or a government agency, preferably in a court environment. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Salary & Benefits

- **Salary:** Salary range is \$100,000 to \$140,000. The salary of the person hired for the position will be dependent on qualifications and experience.
- **Relocation Allowance:** \$3,500 one-time payment for the applicant who is hired if she or he is not a resident of the County of Plumas and relocates to take the position.
- **Vacation:** Upon initial employment to two years of services, 80 vacation hours per year. From three to seven years of service, 120 vacation hours per year. From eight years of service and beyond, 168 vacation hours per year.
- **Sick Leave:** Sick leave is accrued at the rate of 120 hours per calendar year.
- **Personal Holidays:** Personal holidays are accrued at the rate of 32 hours per calendar year.
- **Health Plan:** The Court pays a fixed amount of medical, dental and vision premiums for Employee only, Employee Plus One and Employee Plus Family premiums. (The amount depends on the cost of coverage chosen by Employee).
- **Retirement:** Court employees are enrolled in CalPERS state pension program.
- **Additional Benefits:** Court paid \$50,000 life insurance policy; Deferred compensation program available.

How to Apply

Interested persons are to submit a résumé, a completed Court application and written answers to the supplemental questions. Application forms may be obtained on the Court's website, <http://www.plumascourt.ca.gov/Employment.htm>. Under the General Info section, select "Employment", or call the Court at (530) 283-6016. The résumé should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment and a description of duties performed, including supervisory or management responsibilities. **The court prefers to receive completed application packets via e-mail to Judicial Council of California at the following email address: Justin.Logan@jud.ca.gov** If needed, send via postal mail to: Judicial Council of California Attention- Justin Logan / Human Resources, 455 Golden Gate Avenue, San Francisco, CA 94102.

Supplemental Questions (Each response should be no more than 1 page):

1. Please explain your experience in project management / project leadership to implement operational, technological or other projects in an organization. Give specific examples of a successful project and describe lessons learned on a project that did not meet your expected goals.
2. Please describe your experience in short-range and long-range strategic and operational planning, including how you engage stakeholders (including judicial officers) in these efforts.
3. Describe your leadership style and how you have applied this philosophy to leading subordinates in an organization.

The Superior Court of California, Plumas County, is an equal opportunity employer.