

COURT DIRECTOR OF OPERATIONS

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the activities and operations of a large division within the San Luis Obispo Superior Court; develops, interprets, implements and evaluates work flow improvements; assists with the development of Court policies and procedures; directs the work of legal clerical staff through subordinate supervisors; serves as a member of the Court's Management Team. Performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification characterized by the responsibility for directing the work of a large division of the Superior Court which consists of the daily operations of the Civil or Criminal Divisions which includes directing day-to-day staff through subordinate managers and supervisors, provides administrative support for supervisors in their assigned unit. This position reports to the Assistant Executive Officer.

TYPICAL TASKS

- Plans, organizes, directs and coordinates the work of a large division of the San Luis Obispo Superior Court; provides liaison between the assigned division and others within the Court and the County and with other courts, counties, the State, and community agencies as necessary.
- Supervises, trains and evaluates subordinate supervisors; participates in and recommends staff selection, promotions and disciplinary actions; evaluates needs for requests for specialized training for supervisors and staff.
- Develops and facilitates workshops and training programs for court personnel, judicial officers and other agencies and legal community court programs, laws and rule changes.
- Develops and maintains division policies and procedures in coordination with other managers; review and analyzes legislation and determines effects on division procedures and operation; makes recommendations and develops implementation plans.
- Analyzes work flow; coordinates data processing needs, systems, and operations; analyzes, writes, implements and evaluates procedures, forms and instructional materials; participates in all phases of program development including research, analysis, planning, training, implementation, testing, post-implementation monitoring and evaluation.

- Provides complex inquiries and complaints within area of expertise from public, judges, attorneys and others.
- Prepares, monitors, and analyzes management and statistical information and reports; conducts research as necessary; makes recommendations on findings.
- Participates in various departmental and external task forces and advisory committees; represents the Court and interacts with other departments and agencies.

EMPLOYMENT STANDARDS

Knowledge of:

The legislation and laws which regulate the operations of the courts; court staffing; supervision and employee development; court statistics and reports and administrative support for judicial staff; organization, functions and procedures of the courts.

The techniques, principles and work of the assigned division; principles and practices of office management; public administration, program planning/evaluation; government codes pertaining to court administration; legal terminology, legal forms and related documents.

EXPERIENCE/EDUCATION

Four (4) years of progressively responsible experience in court related programs, of which two (2) years were in a supervisory capacity within the Civil, Criminal or Traffic sections of a municipal or superior court and which includes program management and personnel administration and which demonstrates possession of and competency in requisite knowledge and abilities. Possession of a bachelors degree in business or public administration or a closely related field is desirable.

Note: In this management classification incumbents may be required to work in excess of regular business hours and will receive additional benefits in lieu of overtime or compensatory time.