

# SUPERIOR COURT OF CALIFORNIA COUNTY OF LASSEN



Announces a Leadership Opportunity for the Position of

**Court Executive Officer**



## The Community

Lassen County is located where the breathtaking Sierra Nevada and Cascade Mountains unite with the Great Basin desert. During Summer months residents enjoy an array of outdoor activities such as hiking and biking the miles of surrounding trails, fishing in world-renowned lakes, or visiting the nearby National Park. Lassen Volcanic National Park offers spectacular displays of geothermal activity, wildflowers and multiple volcanoes. The Winter season provides the opportunity for snowmobiling, cross-country skiing and snowshoeing.

## The Court

Lassen Superior Court is one of the fifty-eight subdivisions of the California trial courts and sits at the Lassen County seat of government in the City of Susanville. Lassen Superior court is one of the smaller courts in the state, serving 4,720 square mile radius and a population of 31,345 people. The staff is comprised of two authorized judicial officers, a part-time Commissioner and full-time employees. The newly constructed Hall of Justice was opened to the public in 2012 and is located at 2610 Riverside Drive in Susanville.

Historically, the courts in Lassen were comprised of several Justice Courts (courts of limited jurisdiction equal to that of municipal courts) and one Superior Court department. The Justice Courts served subdivisions of the County and were located in Standish, Susanville, Westwood, Ravendale, and Bieber, and were presided over by lay judges. A process of consolidation began in the mid 1900's with the Standish and Ravendale courts being merged into the Susanville court, and ended in 1976 with the merger of the Westwood and Bieber courts into the Susanville court, which then served the entire County. In 1994 the name of the Justice Court

was changed statewide, and all courts of limited jurisdiction were thereafter called Municipal Courts. In 1999, in order to achieve greater efficiency in the allocation of judicial resources and balance the work of the Courts, the two judges of the Lassen courts elected to unify the Superior and Municipal Courts into one general jurisdiction trial court for the County, the Superior Court.

## The Court Executive Officer

Under executive direction of the Presiding Judge, the CEO position provides strategic direction and has overall management authority and responsibility for the non-judicial components of the Court's system. The CEO manages approximately 19 employees and oversees the annual budget.

This is a single incumbent at-will executive level position that is appointed by and serves at the pleasure of the court. This position is responsible for providing strategic direction, program and budget development, coordination, and goal setting for the court. It is the highest non-judicial position in the court.

The Essential duties include, but are not necessarily limited to:

- Works closely with the presiding judge to plan and implement administrative and operational programs and policies for the court, directs the development and implementation of organizational policies, procedures and goals for the court, including personnel plans, calendar and case-flow management, long range planning, new legislation implementation, fiscal and human resource policies, labor negotiations and labor relations policies, automated systems, and records management.
- Plans, organizes, directs and coordinates directly and/or through subordinate managers and supervisors.
- Serves as ex-officio Jury Commissioner and Clerk of the Court.
- Monitors the effectiveness and results of court operations; directs operational and analytical studies and makes recommendations 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; determines necessary resources (e.g., equipment and staffing).
- 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, committees, the news media, and State, County and City officials.

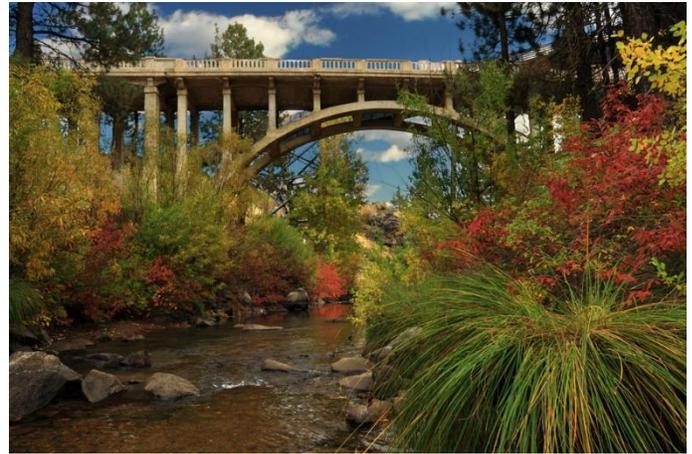
## The Ideal Candidate

The ideal candidate must have knowledge of principles, practices and trends in Court, public and business administration, personnel management, local government operations and state legislation. They should be forward thinking, working towards efficiency while managing budget shortfalls. A past record of leadership amid complex factors while maintaining a positive working relationship with elected officials, staff and the public is crucial. Candidates should present excellent interpersonal skills dealing with diverse groups, the general public and news media. They should also show the ability to establish an effective team atmosphere, use collaborative problem solving skills and demonstrate a history of successful project management.

### MINIMUM QUALIFICATIONS

The minimum qualifications of candidates is any combination of training and experience that would likely provide the required knowledge and abilities. Candidates must have educational experience equivalent to possession of a bachelor's degree in court administration, business or public administration, criminal justice or a closely related field; and ten years of progressively responsible administrative or managerial experience including five years in an administrative or supervisory position or ten years professional management experience of which at least five years have been at a highly responsible administrative level.

Additional qualifying experience may substitute for the required education on a year-for-year basis.



## Salary and Benefits

### SALARY

The annual salary for this position ranges from \$111,940 to \$136,085. Placement within the range will depend on a candidate's experience and salary history. The Court also offers a generous Benefit package that includes the following:

**RETIREMENT** – The Court offers 2% at 60yrs through CalPERS

**INSURANCE** – Court paid health benefits and dental insurance; court paid \$50,000 term and basic life insurance.

**VACATION AND MORE** – The Court provides generous vacation, sick leave, personal and management leave allowances.

- Vacation – accrual based on service time
  - 0-4 yrs – 12 days annually
  - 5-9 yrs – 15 days annually
  - 10-16 yrs – 18 days annually
  - 17+ yrs – 20 days annually
- Sick Leave – 20 days annually
- Personal Leave – 4 days annually
- Management Leave – 40hrs annually
- Paid Holidays – 13 days annually

## **To Be Considered for this Position**

Complete the Court Employee Application form available at [www.lassencourt.ca.gov](http://www.lassencourt.ca.gov). Send or email completed Court Employee Application, cover letter, resume and answers to supplemental questions below by **Friday, June 16, 2017** to the below address:

Lassen Superior Court  
Attn: Administration Dept.  
2610 Riverside Drive  
Susanville, CA 96130

For any questions, please contact the Administration Department below:

PHONE: (530) 251-8205 ext 114

EMAIL: [brandy.cook@lassencourt.ca.gov](mailto:brandy.cook@lassencourt.ca.gov)

*Equal Opportunity/ADA Employer*