

## CLASS SPECIFICATION

Yuba County Superior Court

October 2006

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**CLASS TITLE: COURT DIVISION MANAGER**

**FLSA STATUS: Exempt**

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### **JOB SUMMARY**

This is a management position responsible for one of the designated divisions of the Yuba County Superior Court. This is a generalist management class which is distinguished from higher level court management classes.

### **CLASS CHARACTERISTICS**

Under limited direction, this management level position manages a designated division of the Court and may assist, in cooperation with senior managers, in the administration of the Court. Incumbents in this position are responsible for overall direction of a work unit of court technical office and/or related support employees, both directly and through subordinate lead staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical of those performed by the incumbents in this classification. Other duties may also be required.*

- Manages a designated division; plans, organizes, directs, assigns and coordinates all staff activity within their designated division, either directly or through subordinate lead staff.
- Participates in hiring, training, evaluating, disciplining and dismissing staff, and assists executive staff in resolving employee grievances.
- Under limited direction, conducts administrative studies to evaluate employee and Court effectiveness, define problem areas, and develop recommendations for solutions.
- Participates in the development of policies, procedures and goals with particular emphasis in the functional area of assignments.
- Reviews, interprets and analyzes new and existing legislation dealing with their area of responsibility to determine any effects on operations and programs.
- Coordinates designated division function with other divisions or work units of the Court.
- Interprets and applies court policies and procedures for subordinate staff and members of the public.
- Assists in preparing and administering the Court budget with regard to their designated area of responsibility.

### **KNOWLEDGE, SKILLS and ABILITIES**

- Answers inquiries, provides information and resolve complaints from the judiciary, attorneys, litigants, other agencies and the general public.
- Compiles operational and statistical data and information, maintains various records and prepares special and periodic reports.
- Performs difficult or complex court support work; prepares specialized documents required for court activities within specific time limits; assists with special management projects as assigned; oversees the calendaring and clerking of cases as required for their assigned area of court operations.
- Performs basic accounting functions regarding the balancing of monies for fines and other

payments received on a daily, monthly and annual basis, ensures that all money received has been distributed to the appropriate accounts.

- Represents the court in meetings with various governmental and citizen groups.
- Understands and utilizes principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation and employee training and discipline.
- Is conversant with legal terminology, legal forms and court document processing procedures.
- Is familiar with court technical and office administrative practices and procedures, including caseload and records management and the operation of standard office equipment.
- Is competent with computer applications related to the work.
- Understands and utilizes proper business English, including spelling, grammar and punctuation.
- Conforms conduct to the Code of Ethics for California Court Employees, State and Local Rules of Court.
- Has working knowledge of the court's relationship to the public at large; is effective in dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, both in person and over the telephone, often where relations may be confrontational or strained.

### **JUDGMENT and RESPONSIBILITY**

Incumbents have full supervisory responsibility for other employees and receive limited direction. Established policies, procedures and standards are either often not available or are so general in nature that an incumbent must exercise considerable discretion with respect to assignments and duties. Errors in work or judgment could result in an inefficient operation of the court, poor community and customer relations, and possible civil liability to the Court.

### **EXPERIENCE**

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Five years of progressively responsible experience in a court, court-related, criminal justice Court or other administrative areas with at least three years serving in a lead or supervisory capacity.

### **WORKING CONDITIONS**

Newly appointed incumbents will be required to pass a detailed background investigation, drug screening and be bondable.

### **PHYSICAL DEMANDS**

Incumbents in this class are expected to work inside buildings; to work either alone or closely with others; to lift and carry objects weighing up to 25 pounds; to move about; to sit for long periods of time. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.