



SUPERIOR COURT OF CALIFORNIA COUNTY OF VENTURA IS NOW ACCEPTING APPLICATIONS FOR:

[APPLY HERE](#)

COURT EXECUTIVE OFFICER
\$220,000 - \$280,000
annually

Application Deadline:
The recruitment will close on
November 29, 2024 at 5:00 p.m.



COURT EXECUTIVE OFFICER POSITION

Under the direction of the Presiding Judge and consistent with the law and rules of court, the Court Executive Officer must manage and is responsible for all of the following: personnel; budget; contracts; calendar management; technology; jury; facilities; records; recommendations regarding procedural and administration changes to the Court; and public relations. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The Court Executive Officer exercises general direction and supervision to the entire non-judicial staff through subordinate levels of supervision.

In accordance with state and federal requirements, Ventura Superior Court supports a policy of non-discrimination and equal employment opportunity (EEO). Ventura Superior Court will not discriminate in any policy, practice, or procedure on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or other basis protected by law.

APPLICATION PROCESS: For details on the application process, go to:

<https://www.governmentjobs.com/careers/venturasc>



Mission

Our Court is here to serve with excellence.

Vision

To maintain the public's trust and confidence by providing equal justice and the highest quality of services for all.

Values

Fairness
Access
Integrity
Respect

VENTURA SUPERIOR COURT

The Court has 30 judges and 4 commissioners. The Court employs approximately 353 staff. Currently, there are 3 court locations, the Hall of Justice in Ventura, the Juvenile Court in Oxnard, and the East County Court in Simi Valley.

For more information visit:
<https://www.ventura.courts.ca.gov/>

VENTURA COUNTY

Ventura County is located on California's Pacific coast about 65 miles northwest of downtown Los Angeles. It has a population of over 823,000 people and covers 1,845 square miles.

Ventura County, California, has a rich and fascinating history that began before its formation in 1873. Over 10,000 years ago, the Chumash people, known fishermen and maritime traders, inhabited the land that became Ventura County. Spanish explorers arrived in the 1500s with active occupation beginning in the 1700s.

Mission San Buenaventura was founded in 1782, encouraging population growth in the surrounding area of San Buenaventura. Acres of land were given out as payment for service and to encourage land settlements. In the 1830s and 1840s, land settlements were used to raise cattle and resulted in increased agriculture interest in what is now Ventura County.

Ventura County is the 12th most populous county in California; it also is one of the most culturally diverse. One of the top ten most productive agricultural regions in California, Ventura County also is home to thriving manufacturing, technology and service businesses.



BENEFITS

➤ Health Plans

Flexible allowance of \$800 biweekly for purchasing medical, dental, vision insurance from a group of authorized plans.

➤ Vacation/Annual Leave Accruals

Accrual of up to 26 workdays, or 8 hours accrued per biweekly pay period, for a total of 208 hours per year, based on full time employment/compensated hours.

➤ Deferred Compensation

Section 457 Plan and/or 401(k) Deferred Compensation Plan with up to a 3% match on 401(k) contributions.

➤ Long Term Disability Insurance

Premium is paid by Ventura Superior Court.

➤ Flexible Spending Accounts:

Pre-tax benefit towards eligible medical, dental, vision and dependent care expenses.

➤ Pension Plan

Participation in the Ventura County's defined benefit plan (VCERA) which has reciprocity with CalPERS.

➤ Holidays

14 paid days per calendar year, plus a personal floating holiday.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS:

- Any combination of training and experience appropriate to the position of Court Executive Officer, including knowledge of court administrative principles and practices; comprehensive understanding of the functions, organization and processes of a court and the judicial system; and familiarity and experience with the implementation of court administrative best practices.
- Graduation from an accredited college or university with a minimum of a bachelor's degree AND at least seven (7) years of progressively responsible administrative experience in a court environment, including at least two years in an executive management capacity (e.g., Court Executive Officer, Assistant or Deputy Court Executive Officer).
- Master's degree preferred in public, business, or criminal justice administration or closely related field, or substantially similar educational attainment.
- Proven track record of encouraging and promoting organizational, operational, and/or technological innovation.
- Proven track record of fostering positive and supportive employee relations.

Additional Desirable Qualifications:

- Prior experience as a Court Executive Officer.
- Graduation from the National Center for State Courts Executive Development Program or substantially similar certification program.

License and Certification Requirements:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Under the direction of the Presiding Judge, and consistent with the law and the California and Local Rules of Court, the Court Executive Officer must perform the following duties to the extent they are not inconsistent with the authorized duties of the Clerk of the Court:

- **Personnel:** Provide general direction to and supervision of the employees of the Court, and draft for court approval and administer a personnel plan for court employees that complies with California Rules of Court, rule 10.670. The Court Executive Officer has the authority, consistent with the personnel plan, to hire, manage, discipline, and terminate nonjudicial employees of the Court.
- **Budget:** Make recommendations to the Presiding Judge on budget priorities; prepare and implement court budgets, including accounting, payroll, and financial controls; and employ sound budget and fiscal management practices and procedures to ensure that annual expenditures are within the Court's budget.
- **Contracts:** Subject to the prior approval of the Presiding Judge, negotiate contracts on behalf of the Court, in accordance with established contracting procedures and all applicable laws.
- **Calendar Management:** Supervise and employ efficient calendar and case management systems, including analyzing and evaluating pending caseloads and recommending effective calendar management techniques.
- **Technology:** Analyze, evaluate, and implement technological and automated systems to assist the Court.
- **Jury Management:** Manage the jury system in the most efficient and effective way.
- **Facilities:** Plan physical space needs, and purchase and manage equipment and supplies.
- **Records:** Create and manage uniform record-keeping systems, collecting data on pending and completed judicial business and the internal operations of the Court, as required by the Court and the Judicial Council.
- **Recommendations:** Identify problems, recommend to the Presiding Judge and Executive Committee operational, procedural and administrative changes to the Court.
- **Public Relations:** At the direction of the Presiding Judge, supervise and manage all aspects of the Court's public relations, including the following: preparation and publication of press releases, announcements and notices; design, creation and updating of content of the Court's website; perform appropriate public and civic engagement and outreach as approved by the Presiding Judge.
- **Liaison:** At the direction of the Presiding Judge, act as liaison to other governmental agencies.
- **Committees:** Provide administrative staff and support for judicial committees.
- **Other:** Perform other duties at the direction of the Presiding Judge.

An incumbent in this class has overall management authority and responsibility for the day-to-day operation of the Court subject to the supervision and oversight of the Presiding Judge. An incumbent has full supervisory responsibility, directly and through subordinate managers and supervisors, over all nonjudicial employees. An incumbent works under the direction of the Presiding Judge and must exercise considerable discretion with respect to assignments and duties. The consistent application of sound judgment is necessary to avoid inefficient operations of the Court, poor community relations, and possible litigation against the Court.