



**Superior Court of the State of California  
County of Kings  
1640 Kings County Drive Hanford, CA 93230  
(559)582-1010 Extension 6021**

**Job Announcement**  
**Case Management System Administrator**  
***Salary Range: \$64,140 - \$85,955***

**JOB OPPORTUNITY**

The Superior Court of California, County of Kings, has an opening for Case Management System Administrator.

**ABOUT THE POSITION**

The Case Management System Administrator is a single-position classification and performs specialized work developing, implementing, and coordinating the Court's Case Management System and automated office functions in support of court operations and performs related duties as required. This classification is unrepresented and at-will.

**DISTINGUISHING CHARACTERISTICS**

This position is responsible for the Courts Case Management System. This class maintains the automated systems in conjunction with procedural and legislative requirements as well the overall responsibility for planning, developing, designing, implementing, and providing system training for judicial officers, court administrators and staff while ensuring computer-training programs are scheduled and taught in a timely and effective manner. This position requires the ability to successfully handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, office visitors, and response to unplanned events. There may be irregular work hours including meetings and work outside the normal business day, such as evening and weekend work, and there will be overnight travel to attend training, meetings, and conferences.

**ESSENTIAL DUTIES**

Work with court divisions to determine how processes may be improved using automation, recommend processes to be automated, and provide a plan for implementing automated solutions. Develops case management system operating policies, procedures, and standards; monitors systems performance and documentation; recommends modifications of court data processing procedures, operations, and policies so the court may take best advantage of case information systems technology to meet its goals and objectives read and interpret legislation, disseminate and implement the required changes to the court management system. Review and decipher application error messages in order to troubleshoot operational problems and malfunctions as it pertains to the Case Management System. Answer user questions and resolve user problems related to the use and operation of court application software as it pertains to the Case Management System. Research, evaluate, and make recommendations for upgrading existing software, creating and maintaining proprietary application software as it pertains to the Case Management System. Coordinate with the Information Technology Department in contacting vendors for consultation and assistance with application problems, malfunctions and failures that pertain to the Case Management System. Oversee and coordinate training of court staff in software implemented to perform court services as it relates to the Case Management System. Work with the Information Technology Division to conduct analysis and research on the appropriateness of various computer systems; make recommendations concerning office automation equipment as it pertains to the Case Management System. Provide technical assistance and training to court staff on the use of court applications within the Case Management System. Keep CEO informed of project status. Work with Court Finance

regarding purchases, project money, etc. Maintain software application security by adding/disabling users, changing passwords, assigning user access. Work with the Information Technology Department to install, load and test new software and updated versions of software prior to distribution. Ensure that installed applications meet user needs (e.g. accuracy, functionality, efficiency, and security). Prepare reports and correspondence utilizing computer software including word processing and spreadsheet programs. Develop lesson plans and train court personnel on court application changes and updates. Develop and implement departmental operating procedures and standards in addition to creating, maintaining, and updating written procedural and application manuals.

Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities. Serve as a representative of the Court interfacing with Justice Partners, actively participating on committees in the local, interagency, and state committee level while displaying courtesy, tact, consideration, and discretion in all interactions.

## **EMPLOYMENT AT-WILL**

The Case Management System Administrator classification is established as “At-Will” position and, as such, the incumbent serves at the pleasure of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Case Management System Administrator at any time, with or without advance notice and with or without cause.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

The following combinations of education and experience that likely provide the required knowledge, skills, and abilities are qualifying. Typical ways to obtain the knowledge, skills, and abilities would be:

**Education:** Possession of a Associate’s degree in computer systems analysis, business administration, public administration or related field desirable **AND Experience:** Two (2) or more years of administrative and/or management experience, preferably in a justice related environment.

**Preferred Experience:** Two or more years’ experience in Court Operations using an automated case management system.

**Knowledge of:** Microsoft suite of products, development of training materials and presentations.

## **SPECIAL REQUIREMENTS**

**Ability to work self-sufficiently on assigned tasks.** Must possess a valid California Class ‘C’ driver’s license. Pass a security clearance background, drug screen and fingerprinting. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier, and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and training as necessary. Court employees must take the Oath of Allegiance.

## **BENEFITS**

The Court offers a benefit package to its regular full-time employees (pro-rated if not hired at the beginning of the plan year) which includes thirteen [13] Court-approved holidays; Accrued annual leave (accrual based on hours worked, minimum 2 weeks/year) and additional administrative leave provided each calendar year (prorated) ; a Benefit Plan to purchase Medical, Dental and Vision Insurance, as well as Medical and/or Dependent Care Reimbursement, Short-Term/Long-Term Disability and Court-provided Life Insurance. A Retirement Plan is provided [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. A Classic P.E.R.S. Member Retirement Plan is offered [2% at age 55] only if the employee does not have a six-month break in service as a previous CalPERS member or retirement plan member that is reciprocal with P.E.R.S. An Employee Assistance Program is also provided.

## **CLOSING DATE**

**Friday, April 29<sup>th</sup> by 5 p.m.**

A résumé or faxed application cannot substitute for an original Court application. Application materials must be submitted by court email **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California,  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov). Click on the General Information tab and then click on Employment.

### **EOE/AA Employer**

*[This is not an offer of employment by the County of Kings or State of California]*