



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

## **Job Announcement**

### **Court Manager(s)** **Two Full-Time Openings** ***Starting Salary: \$71,443***

#### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings, has two full-time openings for Division Managers. The selected incumbents will be assigned to **Courtroom Services** or the **Criminal/Traffic Division**. These positions are established as exempt, "at-will" positions.

#### **POSITION SUMMARY**

These are first level management classifications that manage the Courtroom Services Division and Criminal/Traffic Divisions functional areas of service through subordinate supervisory staff. The incumbent(s) receives broad direction and is primarily responsible for the level and effectiveness of the assigned court operations and services. The Division Managers report to the Director of Operations.

#### **ESSENTIAL DUTIES** include, but not limited to:

- Coordinates, and manages the activities of the assigned operational division(s) within the Court Clerk's Office.
- Evaluates Clerk's Office activities and services and recommends new and changed work methods and programs that increase efficiency and effectiveness.
- Participates in ensuring that operational programs and services comply with applicable federal and state regulations as well as local and statewide Rules of Court.
- Participates in staff selection, performance evaluation, training and development activities.
- Responds to difficult, complex and/or sensitive complaints and concerns regarding operational and service delivery issues.
- In consultation with the Court Operations Director, participates in setting and implementing policies, standards and procedures for subordinate staff.
- Interacts with various County departments and other agencies concerning court-related matters.
- Oversees and participates in the preparation and maintenance of operational and/or statistical records and reports.

- Participates in the development of the court's budget for the assigned area(s) of responsibility.
- Represents the court at meetings with managers from local county agencies and other entities to address Court operational issues.

## **MINIMUM QUALIFICATIONS**

### **Education / Experience:**

**Education:** Equivalent to graduation from an accredited four-year college or university with a bachelor's degree in Social Science, Business, Public or Justice Administration or a closely related field. (Additional qualifying experience as described below may substitute for the required education on a year-for-year basis up to a maximum of 2 years.)

### **AND**

**Experience:** Five years of progressively responsible professional experience in a Court or public/government setting including two years of supervisory experience involving the use of discretion and judgment.

### **OR**

Any equivalent combination of education and experience which would provide the required knowledge, skills and abilities is qualifying as determined by the Court Executive Officer.

## **SPECIAL REQUIREMENTS**

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, and random drug testing. Ability to regularly lift, shift, push/pull, load, and unload, retrieve, move, and stock items weighing up to 20 lbs.; reach above head, bend, stoop and/or crouch.

## **EMPLOYEE BENEFITS:**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental, and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The Court makes considerable contributions to health and retirement benefits on behalf of the employees.

### **The Court also provides paid time-off:**

- Paid Holidays – Full-time employees receive 14 paid holidays
- Paid Annual Leave – Full-time employees initially accrue 22.5 days per year, accruals increase based on years of service.

**Health Insurance:** The Court offers three levels of medical coverage for employees to elect. The Court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive Court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of Court-sponsored medical insurance.

**Life Insurance:** The Court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the Court-paid \$40,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**Retirement:** The Court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The Court offers employees the ability to participate in a 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The Court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

**CLOSING DATE:**

**Sunday, September 1, 2024, at 5 p.m.**

**REQUIRED APPLICATION MATERIALS:**

- Letter of Interest
- Resume
- Court Application (**Indicate Criminal/Traffic or Courtroom Services Manager for position**)

A resume sent without the additional required application materials will not be reviewed.

Application materials must be submitted as a **single e-mail attachment in PDF format** to 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: [Employment | Superior Court of California | County of Kings](#)

**EOE/AA Employer**

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