



SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SAN BENITO

# Court Executive Officer





The San Benito Superior Court is looking for its next **Court Executive Officer**. This is an excellent opportunity for a public sector professional who is eager to take on a role that directs strategic and hands-on management of the Court while collaborating with other staff members and judges to enhance court operations.

## The Community

With a population of 63,000 over a region covering almost 1,400 square miles, there is plenty of open space in San Benito County. Agriculture and ranching are still mainstays of the County economy and, due to a Mediterranean climate and fertile land, wineries and vineyards are now found throughout the region. Residents have a particular fondness for San Benito's many fruit and vegetable stands where fresh local produce can be found.

There are plenty of recreational opportunities in San Benito County no matter your interests. Pinnacles National Park, Fremont's Peak, the DeAnza Trail and Hollister Hills State Vehicular Recreation Area offer hiking trails, camping, and geocaching. The largest mission in California, Mission San Juan Bautista, remains an active parish and offers a rich glimpse into the region's history. Shopping venues range from antique to unique. Vendors offer items such as locally made products, sports memorabilia, and custom-built motorcycle seats. Community events are held throughout the year and include a rodeo, concerts, parades and, of course, farmers' markets.

Residents of San Benito County enjoy a high quality of life. A relaxed, rural residential lifestyle, coupled with proximity to the dense urban areas in the Silicon Valley as well as the Pacific Ocean, Monterey, and Santa Cruz make the area a desirable, comfortable place to live. City and county leaders are proactive in economic development while working to maintain the small-town charm residents love. There are plenty of first-rate healthcare and primary education options available within the County. Nearby higher education institutions include the University of California Santa Cruz, California State University Monterey Bay, and San Jose State University. For more information on the benefits of living in San Benito County visit: <http://www.discover-sanbenitocounty.com/>

## The Organization

In the State of California, superior courts have trial jurisdiction over criminal and civil cases. Each county has its own superior court which works to administer justice and resolve disputes. Judges and employees are committed to providing fair and equitable access to justice. The Court is currently staffed with two judges, one commissioner, and 28 employees. The state-of-the-art courthouse –completed in 2014 – is in downtown Hollister. The San Benito Superior Court is centralized into one main courthouse and has no satellite offices or buildings.

To learn more, go to: <http://www.sanbenito.courts.ca.gov/index.shtml>



## ■ The Position

In this senior leadership position, you will report directly to the Presiding Judge and supervise the Court's senior staff while you plan, organize, and direct all day-to-day operations of the Court. As a hands-on administrator, you will also ensure accurate and timely delivery of all services which include, but are not limited to, finance, human resources, building maintenance and security, technology, and court operations. You will also serve as the Court's Jury Commissioner.

In addition, you will analyze complex data, review legislative and policy developments at the state level, and make clear recommendations to staff and judges to ensure compliance. The Court will also look to the you to lead a variety of short and long-term initiatives and be a strategic partner on cross-functional projects across the organization.

Finally, you will have the opportunity to participate in overseeing and evaluating all technology and facility projects and other upgrades related to court operations while working collaboratively with the judges and other members of the Court executive team. You will be instrumental in representing the Court with other agencies and the public.

### **Personnel**

» Hire, discipline, and terminate nonjudicial employees of the court

### **Budget**

» Prepare and implement court budgets

### **Contracts**

» Negotiate contracts on behalf of the court

### **Calendar Management**

» Supervise and employ efficient calendar and case flow management systems

### **Records**

» Create and manage uniform record-keeping systems



## ■ Ideal Candidate

The next Court Executive Officer must be flexible to accept and perform a wide variety of assignments and motivated to take on new challenges and grow in their professional development. A detail-oriented, hands-on, exemplary leader with strong judgement, and tactful communication skills who thrives in a smaller agency is important. Collaboration, especially with the Presiding Judge, is critical. The ability to diplomatically make suggestions to improve court operations and build effective working relationships across the organization as well as with justice partners and the community is a primary function of this position.

### **Minimum Qualifications**

The ideal candidate will possess a bachelor's degree in business management, public administration, or a related area from an accredited college or university AND no less than four years of progressively responsible experience in a managerial position in a state or local government agency, with at least one year of supervisory experience. An equivalent combination of education and experience will be considered (five years of administrative experience with three years of progressively responsible court experience and one year of supervisory experience). Knowledge of the funding sources, fiscal operations, and policy framework of the California judicial branch is highly desirable.

## ■ Compensation

The compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. The posted salary range for this position is **\$147,659 - \$190,798**.



## EMPLOYEE BENEFITS

- » Health Insurance – The court offers 3 Blue Shield Medical Plans, Delta Dental and Medical Eye Service (MES). Cash in Lieu: The court will pay \$200 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- » Vacation – 2 weeks per year (negotiable for highly qualified applicants)
- » Management Leave – 40 hours/year
- » Sick Leave – 10 hours per month
- » Holidays – 13 paid holidays per year
- » Retirement – CalPERS. Classic 2% at 55/ PEPRA 2%@62 Note: Employee pays employee share.
- » The court will pay employee a \$50.00 per month for cell phone reimbursement

### Other Benefits:

- » Disability – The court pays for SDI
- » Long Term Disability (LTD) – Court paid. Option to buy-up policy is available to employee
- » AD&D – Court paid
- » Social Security – The court pays towards Social Security and Medicare
- » Life Insurance – Court pays for a \$30,000 life insurance policy. Supplemental Life insurance available to employees at their cost.
- » Employee Assistance Program

### Voluntary benefits paid by the employee:

- » Deferred Compensation – Provided by Empower
- » AFLAC and Colonial Life plans
- » Flexible Spending Account
- » Health Savings Account – For employees enrolled in the High Deductible Health Plan (HDHP) only.



## Application and Selection Procedure

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues) by the first resume review date of **January 21, 2022**. Resumes should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets managed..

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1915>



For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the Court. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

