



# SUPERIOR COURT OF CALIFORNIA COUNTY OF TEHAMA

1740 Walnut Street  
Red Bluff, California 96080  
PHONE: (530) 527-3484

January 16, 2025

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Court Operations Manager  
**SALARY:** \$89,046.36 - \$108,480.80/Annual  
**CLOSING DATE:** February 3, prior to 12:00 p.m.  
**TENTATIVE INTERVIEW DATE:** February 6, 2025

### **POSITION SUMMARY:**

This class receives general direction from the Court Executive Officer or designee and may provide training and direction to technical and/or clerical staff. Under general direction, the individual in this position will plan, organize, coordinate, manage the activities and operations of the criminal and civil division and may assist in the overall administration within the court. The Court Operations Manager is assigned full supervisory responsibilities.

**DISTINGUISHING CHARACTERISTICS:** This is a single, "at-will", management classification, functioning to coordinate, train, evaluate, and discipline with full supervisory responsibility, directly and/or through subordinate supervisors, for employees. Incumbents must exercise considerable discretion with respect to assignments and duties.

### **EXAMPLE OF DUTIES** include:

- Manages, plans, organizes, directs and participates in the daily operations and functions of each division directly and/or through subordinate supervisors and/or support staff consistent with court policies;
- Conducts a variety of organizational and operational studies to support proposed modifications to Division programs; analyzes proposed legislation and administrative regulations for their impact on Division services, and ensures policies and procedures are implemented in accordance with the law, stays abreast of new trends and innovations in the field of court services;
- Ensures accurate Judicial Branch Statistical Information System (JBSIS) reporting in compliance with Judicial Council requirements;
- Directs retention and storage of records; monitors the dismissal of old cases and the destruction of records according to code provisions;
- Consults with the Court Executive Officer or designee in the formulation of departmental policies and interprets court policies and procedures to staff and the public;
- Performs supervisory duties, including hiring, training and cross-training staff, prioritizing and assigning

workload to meet expectations, conducting performance evaluations, participating in disciplinary actions and resolving employee grievances;

- Ensures adequate staffing coverage for offices, courtroom, and judicial service activities; and
- Performs other duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### *Knowledge of:*

- Policies, practices, rules, regulations and procedures related to the management of court programs and activities;
- Administrative principles and practices, including goal setting, planning and policy and procedure development;
- Court case management processing principles and related record keeping applications;
- Office administrative practices including the operation of standard office equipment;
- Functions, operating procedures and relationships of the criminal justice system including the Superior Court of California Judicial System; law enforcement agencies, the Probation Department, District Attorney, Public Defender, and working with union represented employees;
- Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training and discipline; and
- Legal terminology, legal forms, and document processing procedures.

#### *Ability to:*

- Perform a variety of highly complex legal processing tasks involving the use of independent judgment and initiative;
- Review legal documents and evidence for accuracy and compliance with legal procedures and formats;
- Interpret and apply specific procedural law, rules and policies;
- Analyze complex technical and administrative obstacles, evaluate alternatives and adopt effective courses of action;
- Organize work and set priorities to meet deadlines working within prescribed time constraints;
- Plan, organize, supervise and train professional and support staff;
- Develop standards against which to evaluate performance of staff;
- Exercise discretion with respect to assignments and duties;
- Work well under pressure, conflicting demands and emergencies;
- Establish and maintain cooperative and professional working relationships with others, including judicial officers, executive staff, coworkers, attorneys, other agencies/justice partners and the public; and
- Communicate effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience**

- Education equivalent to a four (4) year degree from an accredited college or university with major concentration in business, public administration, judicial administration or related area; or graduation from the Court Executive Development Program of the Institute for Court Management of the National Center for State Courts;
- Increasingly responsible management or supervisory experience in a court setting may be substituted for college education on a year-for-year basis; and
- Five (5) years of increasingly responsible work in a court system with two years in a lead or supervisory capacity.

**SPECIAL REQUIREMENTS:**

- Possession of a valid California Class C Driver License with an acceptable driving record;
- Background Investigation: Live Scan fingerprinting is required;
- All court employees must take the Oath of Allegiance.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to stand and sit for long periods of time;
- Speaking and hearing are needed to communicate in person and on the telephone;
- Strength, dexterity, coordination, and vision to use a keyboard and computer terminal for long periods of time;
- Dexterity and coordination to handle files and single pieces of paper;
- Occasional lifting of objects weighing up to 25 pounds such as files, stacks of papers, reference, and other materials;
- Moving from place to place within an office; some reaching for items above and below desk level;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is generally a clean work environment with limited exposure to conditions such as dust, fumes, or odors. A computer terminal is used daily. The employee must be able to 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 periodic contact with angry and upset individuals in volatile situations. There may be irregular work hours including meetings and work outside the normal business day, such as occasional evening and weekend work, as well as occasional overnight travel to attend training, meetings, and conferences.

**SALARY AND BENEFITS PACKAGE:**

**Salary:**

Salary range consists of 5 steps with approximately a 5% difference between each step. Incumbents advance through steps based upon a review date one (1) year following the appointment date.

**Benefits:**

- Sick Leave – 12 days annually (may carry over accrued sick leave from one calendar year to the next).
- Vacation – 0-4 years=12 days; 5-10 years=18 days; 11-20 years=21 days; 21+ years=22.5 days per year.
- Management Leave – 40 hours management leave per fiscal year.
- Holidays – 13 paid holidays plus 1 year end floating holiday. All non-probationary employees shall accrue an additional personal holiday on July 1st of every year. Effective July 1, 2021, all non-probationary employees shall accrue two additional personal “floating” holidays. The two additional personal holidays will sunset on September 30, 2023. The two additional holidays must be used prior to the end of each fiscal year, or they expire.
- Health Insurance – The Court contributes 80% of the average premium toward health, dental, and vision insurance plus an additional \$100.00 per month (the additional \$100.00 is only through September 30, 2023). Employee share of cost for medical/dental/vision benefits is currently \$88.96 for the EPO coverage with an estimated 10% increase on January 1, 2023. Term& Basic Life Benefit through our County benefit plan is \$20,000/\$40,000 (AD&D) at a cost to the employee of \$1.12 per month. The Court pays \$225 per

month to employees who choose not to participate in the group insurance plan.

- Employee Assistance Program.
- Flexible Spending Account – Available for medical and dependent care expenses.
- Retirement Plan-Employees are enrolled in the California Public Employees’ Retirement System (PERS) which is integrated with Social Security. Employees hired on or after January 1, 2013, shall pay at least 50% of normal costs of benefits. Retirement is 2% at 62. Employees hired before January 1, 2013, currently enrolled in PERS or the County Employees’ Retirement Law of 1937 (the ‘37 Act) may be eligible to establish reciprocity. The employee’s current contribution is 7%.

**APPLICATION AND SELECTION PROCEDURES:** The Superior Court of California, County of Tehama has an employment opportunity for a Court Operations Manager. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, supplemental question form and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for consideration. Application and materials may be submitted by mail or personal delivery no later than **12:00 pm on February 3, 2025**. No postmarks accepted.

*The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.*

**Address:**

**Tehama Superior Court  
Attn: Jo Wardinski, Administrative Services Director  
1740 Walnut St.  
Red Bluff, CA 96080 Telephone: 530-529-6107**

Applications will be reviewed for minimum requirements as listed in the job description. The Supplemental Question Form **MUST** be completed and attached to be considered for an interview. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application shows all the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process. The information that you provide will be used to determine your qualifications. List all relevant jobs regardless of duration, including P/T and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all the qualifications for the classification by the final filing date. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

**EQUAL OPPORTUNITY EMPLOYER**

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

**Policy of Nondiscrimination**

Superior Court of California, County of Tehama does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative office at (530) 527-3484 well in advance of the exam/interview for assistance. The Superior Court of California, County of Tehama encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical or mental disability, medical conditions or marital status. Disabled persons are encouraged to apply for all positions with the Tehama Superior Court. Reasonable accommodations may be made in the testing procedure as well as the work site.

