



## SUPERIOR COURT OF CALIFORNIA COUNTY OF TEHAMA

### SUPPLEMENTAL APPLICATION FORM

#### Court Operations Manager

This supplemental application form is an examination. All candidates are required to complete and return this supplemental application form with their application for this position. The supplemental application form will be used to select the most highly qualified candidates who will then advance to the next step in the selection process. The questions that follow will be used to evaluate the extent to which a candidate has demonstrated and applied the knowledge, skills and abilities critical to successful performance in this position. Briefly and concisely respond to each of the following questions. Limit your responses to one 8 1/2" x 11" page per question. Responses must be legibly handwritten or typed.

1. Briefly describe how your training, education and experience meet the qualifications for this position. Be specific as to positions held, areas and scope of responsibilities, size of organization and other relevant factors that demonstrate your qualifications for this positions.
2. Briefly describe the essential characteristics of your leadership style and philosophy and provide examples of how you have applied this philosophy to managing subordinates.
3. Briefly describe your full-time management experience in a court operational division (e.g. Civil/Small Claims, Criminal, Juvenile, Family law, Traffic, etc.) AND/OR court administrative support functions (e.g. Finance, Facilities, Human Resources, Procurement, etc.). Be specific in describing your duties. In your response, please include name of the employer, department or unit, dates of employment, and your job title.
4. Briefly explain your management philosophy and approach to each of the following: (a) motivating staff, (b) developing positive relationships. (c) resolving difficult personnel matters.

*The Tehama Superior Court makes reasonable accommodations for differently abled individuals, provided the employee can perform the essential duties of the job. Each situation will be considered on an individual basis. If you have any questions, please contact the Court Human Resources department. A copy of the job specification for this position is available upon request. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment.*