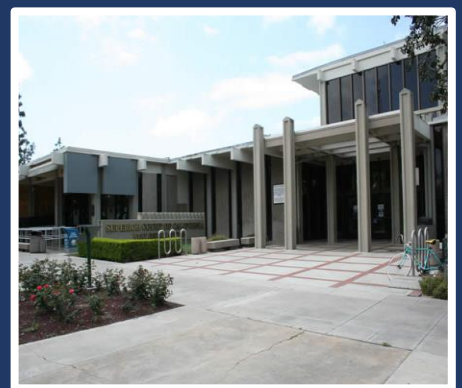


Court Executive Officer



Superior Court of California
County of Orange

The Court

The Orange County Superior Court is a unified trial court serving the County of Orange. The court hears all matters in criminal, traffic, civil, probate, juvenile, family, and mental health cases. There were 435,920 new cases filed in fiscal year 2015-16. The Court also operates a number of nationally recognized collaborative courts, including drug courts, DUI courts, a veteran's court, a mental health court, and a homeless court. The population of the county is over 3 million residents, larger than 21 states. The Court, with a budget of approximately \$200 million, is one of the largest state trial courts in the country. There are currently 144 judicial positions authorized: 124 judges and 20 commissioners. The Court currently employs over 1,500 non-judicial staff in 8 locations.

The Court is proactively managed and technologically advanced. All the Court's case related records are electronic; there are no paper files. Judges use electronic calendars, and all case files are available to be viewed electronically. E-filing is mandatory in civil, probate and mental health cases. All filed paper documents are immediately scanned and included in the electronic record. In response to the substantial budget cuts triggered by the recession, the Court took the opportunity to significantly reinvent itself. A court-wide business process re-engineering effort and extensive automation allowed the Court to substantially reduce the number of employees needed to get the work done. This effort helped establish a culture of continuous improvement in the operations of the Court. The Court expanded its self-help resources to better serve self-represented litigants. Recently, the Court established analyst teams to provide business analytics to executive management, thus allowing for more informed decisions using the data available in an all-electronic environment. The Court has also engaged in extensive employee development for employees at all levels, from line staff to managers. The Court recently conducted an employee satisfaction survey. While the survey showed high levels of satisfaction in many areas, the Court is

working with staff and managers to address issues raised in the responses to the survey.

The Court has been recognized nationally for its innovative and outstanding programs and services. Since 2013, the Court has received the following awards:

- Court Information Technology Officers Consortium – Innovation Award – Electronic Criminal Environment – 2014
- Digital Government Achievement Award – Mandatory Civil E-filing – 2013
- Court Information Technology Officers Consortium – Web Site – 2013
- Legal Aid Society of O.C. – Access to Justice – 2015
- American Red Cross – Excellence in Disaster Preparedness – 2015
- O.C. Department of Child Support Services – Court-Provided Child Support Facilitator – 2014

About the County

Orange County is the third most populous county in the State of California with over 3 million residents, 42 miles of beaches and coastline, and 34 cities. Orange County is home to excellent shopping, dining, resorts, and popular attractions, including Disneyland and Knott's Berry Farm.

Orange County offers an abundance of flourishing art galleries, museums, and year round art festivals. Sports and recreation enthusiasts can take advantage of the numerous parks, hiking trails, championship golf courses, U.S. Open of Surfing, AVP Pro Beach Volleyball, indoor soccer, and professional sports teams, including Los Angeles Angels baseball and the NHL's Anaheim Ducks. Orange County affords a variety of educational opportunities with several private and State universities.

Position Summary

The Court Executive Officer (CEO) serves as the court administrator, clerk of court, and jury commissioner. Under the direction of the Presiding Judge, the CEO is responsible for operations, personnel, information technology systems (case management,

document management and jury management, as well as all the hardware and software), accounting and trust functions, procurement, facilities maintenance, and collection of fines, fees and assessments, as well as supporting all aspects of the trial courts (including records and exhibit management, jury, court reporters, interpreters, pretrial services, child custody mediators, probate investigators, problem solving courts, and self-help centers). Direct reports to the CEO include the Chief Operations Officer, Chief Financial and Administrative Officer, Chief Human Resources Officer, Chief Information Officer, and General Counsel.

The CEO also makes recommendations to the Presiding Judge as to budget priorities, prepares and implements court budgets, develops and implements a security plan for the Court, and represents the Court in many interactions with justice partners, media, community organizations, and State and local governmental agencies. The CEO provides leadership and guidance to Court employees, creating a positive and engaging work environment in which employees provide outstanding service to the public and identify innovative and efficient methods of performing the work of the Court. The position involves some in-state and out-of-state travel.

Ideal Candidate

The ideal candidate has demonstrated knowledge of the organization and functions of California State Courts; California's legislative and executive branches; principles, practices, and trends of public and judicial administration; experience with finance, budgeting, and labor relations, including collective bargaining; management experience; political acumen and diplomacy; excellent communication skills, and experience in a paperless court environment.

The ideal candidate will be a visionary leader who understands the details of Court operations needed to develop strategic plans and inspire improvements in the Court's business processes. Candidates must work well with the Presiding Judge, understanding that the Presiding Judge has overall responsibility for the Court and that the CEO is responsible for ensuring the Presiding

Judge's decisions are carried out through the work of the Court's employees, supervisors, and managers. The ideal candidate will be an experienced manager with outstanding skills in leading teams, motivating staff, encouraging innovation, fostering trust, and successfully setting priorities with limited resources.

The ideal candidate will maintain and develop relationships at the State and County levels that are critical to the Court's operations and financial stature. Candidates must work collaboratively with the Presiding Judge to maintain and develop relationships with representatives of the Legislative and Executive branches of State government, officials of Orange County government, other trial court executive officers, the District Attorney, Public Defender, Probation Department, Sheriff, legal providers, and the State Bar of California and local bar groups.

The ideal candidate should possess a Bachelor's degree from an accredited college or university in the field of public administration, business, finance, or a related field and at least five (5) years progressively responsible experience in court management or the administration of a large public agency. A Master's degree and/or certificate from an accredited college or university in public or judicial administration, business administration, or a Juris Doctorate degree is desirable. Experience as a California court CEO or Chief Operating Officer also is highly desirable.



Compensation and Benefits

This position is compensated commensurate with candidate qualifications. Additional benefits include:

Retirement

Eligible new employees hired will be enrolled in a defined benefit retirement plan referred to as Plan T (1.62% at 65 formula). New employees who were employed by an OCERS employer (or reciprocal agency) prior to January 1, 2013, have less than a six (6) month break in service between employment in an OCERS (or reciprocal) agency and employment in the Court, and establish reciprocity are required to select from two other retirement plans. (Plan J or Plan P.) See www.ocers.org

Social Security

The Court does not pay into Social Security.

Insurance Plans

Medical, dental, vision, EAP, life, accidental death and dismemberment, and short and long term disability insurance are provided by the Court (employees contribute toward health and vision insurance).

Optional Benefit Plan (OBP)

The Court provides up to \$4,500 per calendar year (pro-rated for new employees) which can be received as cash (taxable) or allocated to several benefits.

Leave

The Court provides vacation accruals and sick leave based on years of service.

Holidays

There are thirteen (13) paid holidays annually.

Deferred Compensation Plans

Optional deferred compensation 457 & Roth 457 Deferred Contribution Plans are available.

Educational Reimbursement

The Court reimburses up to \$3,500 per year for approved courses, subject to availability of funds.

Selection Process

Interested candidates are asked to visit our website at www.occourts.org/employment to complete an application and submit their resume by 5:00 p.m. PST on **Monday, August 29, 2016**.

Following the closing date, applications and resumes will be reviewed for qualifications as stated above. Select candidates will advance to interviews; additional interviews may be conducted. Final selection is anticipated in late September, following completion of a thorough background check. The background check includes, but is not limited to, work experience, driving record, criminal record, involvement in civil or other litigation, and financial/credit information.

For additional information or questions please contact:

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