



**Superior Court of California
County of Tuolumne
12855 Justice Center Drive
Sonora, CA 95370**

- INTERNAL & EXTERNAL RECRUITMENT ANNOUNCEMENT -

**Division Supervisor (Criminal Division)
(FSLA Non-Exempt, Full-time Position)**

Date Posted: September 22, 2022

Final Date to Apply: October 24, 2022 by 5:00 PM

Hourly Compensation Range: \$26.52 - \$32.37

Annual Compensation Range: \$55,163 to \$67, 342

(First Round Interviews will be scheduled for Tuesday November 1, 2022, through Friday, November 4, 2022)

The Position

Under direction of the Court Operations Manager, the selected candidate will be a working Supervisor responsible for performing specialized clerical and technical work; planning, organizing, assigning, and supervising court clerical staff, with effective authority for their selection, training, development, and discipline; performs related duties as required. The Court Supervisor position is an unrepresented position.

Representative Duties

(For illustrative purposes only – does not include all of the duties that may be performed):

1. Plans, organizes, assigns, supervises, coordinates, reviews and evaluates the work of court clerks.
2. Participates in hiring and training staff, conducts performance evaluations, implements performance management, and resolves personnel matters.

3. Ensures adequate coverage for all clerical processing and court support activities.
4. Oversees and ensures efficiency in all aspects of clerical operations.
5. Assists in developing, applying and communicating procedures and work standards for court clerical staff.
6. Ensures that quality customer service is provided to all internal and external customers.
7. Provides information to attorneys, public agencies, and the general public regarding applicable rules, statutes, policies, procedures, and the status of legal cases.
8. Answers complex and difficult questions related to document processing and courtroom operations.
9. Monitors changes in rules, statutes, policies and procedures that impact court operations.
10. Maintains and oversees effective use of space, forms, supplies, and equipment of the unit; oversees and ensures appropriate record-keeping of operational activities (e.g. logs, file folders, forms, and automated record-keeping procedures).
11. Provides back up to lower-level clerks as needed.
12. Performs other related duties as assigned.

Supervision Received and Exercised

The Court Operations Manager provides direction and supervision. The Court Supervisor (Criminal Division) directly supervises the Criminal Division clerks and other court support staff as needed.

Working Relationships and Contacts

The Court Supervisor must establish and maintain cooperative working relationships within the court, with an emphasis on team building with Bench Officers, Court Operations Manager, Court CEO, and other members of the Court Management/Leadership team; demonstrate interpersonal and communication skills when working with the public and other justice partner agencies; and work in a highly visible and high volume environment.

Minimum Qualifications & Requirements

Education:

High school diploma or equivalent.

Experience:

A minimum of four (4) years of clerical experience in a court or legal setting, including one (1) year of supervisory or lead experience, OR

Two (2) years as a Court Clerk III, or three (3) years as a Court Clerk II.

Other Requirements:

- Possession of a valid California driver's license.

Knowledge of:

- Basic principles and practices of employee supervision.
- Principles and practices of the legal system and court operations.
- Principles and practices of efficient calendar and case flow management systems.
- Principles and practices of providing effective customer service to the public.
- Complex record-keeping systems and practices.

- Legal forms, records, and document processing procedures.
- Principles and techniques of project management.
- Problem solving and conflict management methods and techniques.
- Laws and regulations applicable to court operations.
- Problem solving and conflict resolution methods and techniques.

Skills and Abilities:

- Plan, organize, supervise, review and evaluate the work of staff.
- Provide expertise and support to resolve complex and difficult court operations matters.
- Maintain complex records, and use information storage and retrieval systems.
- Provide effective customer service.
- Interpret, explain and apply relevant laws, regulations, policies and procedures.
- Analyze information and make sound recommendations.
- Monitor efficient use of court resources.
- Review and correct documents for accuracy, completeness, and conformity with applicable laws, policies and procedures.
- Understand and follow complex oral and written instructions.
- Effectively communicate with judicial officers and various levels of staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise initiative and independent judgment within established guidelines.
- Organize and prioritize work to meet deadlines.
- Remain current on knowledge of court operations and relevant court trends.
- Communicate effectively in English, both orally and in writing.
- Maintain confidentiality in the course of work.

Preferred Qualifications

A minimum of one (1) year of knowledge and experience in traffic and criminal, including case flow management principles and practices, case time standards, documentation, and terminology.

Physical Requirements

The physical demands described herein are representative of those that are to be met in order to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

Work is performed in a typical office setting with adequate lighting and moderate temperature while using standard office equipment such as a computer and phone. While performing the duties of this job, the incumbent is constantly required to sit, stand, walk, use hands and fingers to handle or feel objects and controls, and engage in repetitive hand movement while performing computer data entry and writing.

The Court Supervisor is frequently required to talk, hear, reach, bend, and sit, and must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific required hearing and speaking abilities include sufficient ability to talk in person and over the phone. The Court Supervisor must be able to occasionally drive to and from meeting and/or training locations.

- If you have any questions concerning the above, or wish to request reasonable accommodation for this application process, please email the Court HR Manager, Jennifer Morrison at jmorrison@tuolumne.courts.ca.gov or call (209) 533-6914.

**First-round Interviews will be scheduled from
Tuesday, November 1, 2022, through Friday, November 3, 2022**

Application and Selection Procedure

Interested applicants must submit a completed and signed Superior Court of California, County of Tuolumne Employment Application, cover letter, resume, and a completed response to the two (2) **Supplemental Questions listed on the following page** in order to be considered for this position. Incomplete application packets, late submissions, and/or postmarks will not be accepted for consideration.

A Tuolumne Superior Court Employment Application may be downloaded from the court's website at:

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>;
or you may pick one up from the court's Human Resources Office.

Please forward the required completed application materials to:

**Superior Court of California
County of Tuolumne
Attention: Human Resources
12855 Justice Center Drive
Sonora, CA 95370**

Applicants whose completed application packets are timely received and evaluated as best qualified according to the position criteria will be invited to participate in a panel interview to measure the candidate's related knowledge and skills.



Supplemental Questions Form

Must Be Returned with Application

APPLICANT NAME: _____

POSITION APPLIED FOR: COURT SUPERVISOR

- Information and Instructions -

To acquire knowledge of your education, work experience, and training, the first phase of the selection process for this position will be a review of your employment application, resume, cover letter, and responses to the Supplemental Questions listed below. The information you provide on the court's employment application and supplemental questions will be used to evaluate your overall qualifications for this position. Qualified applicants will be invited to participate in an interview based on the results of this evaluation process.

Please answer each of the following Supplemental Questions. Your answers must be typed and presented in a concise narrative form, using detailed examples to support your answers, and at least two paragraphs in length. The completed and signed questionnaire must be submitted with the other required documents in your court employment application package in order for you to be considered for this position. Please remember to sign and date the bottom of this questionnaire on Page 6; if additional pages are needed to answer the questions, please include your name and date at the top of each page.

Please proceed to Page 6.

This is part of the Supplemental Questions Form and Must Be Returned with Application

