

Market Range Detail - Chief Deputy - Clerk of the Court

Effective Date

December 3, 2007

Market Range Title Description

Under the direction of the elected Clerk of the Superior Court, this position functions as the assistant head of the Clerk of Superior Court department and is the highest level of department management under the elected official. Together with the Clerk of the Superior Court, the Chief Deputy is responsible for the overall direction and management of department administration and operations. The Chief Deputy is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission of providing progressive and efficient court-related records management, and financial services for the justice system, legal community, and public so that they have fair and timely access to accurate court records and services. Additional responsibilities: include overseeing department programs and services; overseeing the Public Affairs & Communications and department administrative divisions; planning and directing the implementation of policies and programs; evaluating the need and effectiveness of all department programs and services; acting on behalf of the Clerk of the Court and in the Clerk of the Court's absence; representing the Clerk of the Court in high-level County meetings, meetings with the public, legal proceedings, meetings with employees, legislators, and the media; planning and allocating resources to meet statutory mandates to best achieve optimal functionality and efficiency; analyzing and resolving complex and/or highly sensitive issues; serving as the official representative for the elected official when communicating and lobbying the legal community, public, legislature and media; overseeing all responsibilities regarding legislative matters affecting the Clerk's Office; coordinating all legal responses; analyzing high-level organizational systems and processes for efficiency and effectiveness and directing the implementation of improvements; assisting the Clerk of the Court in directing the preparation and approval of the department's budget and overseeing all department personnel actions and issues; establishing and maintaining effective working relationships with the media, government, organizations, the legal community, the justice system and the public. The Chief Deputy reports to the elected Clerk of the Superior Court.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$40.71	\$55.36	\$70.00

Likely Minimum Qualifications

- Bachelor's degree in public administration, business administration, or related field
- Minimum of 10 years of related professional experience including 5 years of supervisory and/or management experience
- Master's degree in Public Administration is preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Chief Deputy

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.