

Market Range Detail - Director - Superior Court

Effective Date

February 10, 2010

Market Range Title Description

Under the direction of the Chief Presiding Judge and Judges of Superior Court, this position functions as the head of the department and is responsible for the overall direction and management of non-judicial department administration and operations. The Director is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission of providing justice to litigants, defendants, victims, and the public so that they can obtain legal resolution that is timely, fair, and impartial. Additional responsibilities include: overseeing all related programs and services; planning and directing the implementation of County-wide policies and programs; planning and allocating resources to meet statutory mandates to best achieve optimal functionality and efficiency; monitoring the efficiency and effectiveness of service levels and programs and recommending changes; researching studies related to procedures, rules and statutes that provide the most expeditious, cost effective, and fair resolution; acting on behalf of the Chief Presiding Judge and in the Chief Presiding Judge's absence regarding non-judicial matters; representing the Chief Presiding Judge in high-level County meetings, meetings with the public, meetings with employees, legislators, and the media; analyzing and directing studies and projects and presenting recommendations and findings; analyzing the impact of existing and proposed legislation and providing recommendations; leading and directing projects related to organizational changes, system integration, and process changes; working with the Board of Supervisors, County Manager, and other County management; managing subordinate managerial and/or supervisory staff; directing the preparation and approval of the department's budget; overseeing all non-judicial department personnel actions and issues; coordinating court activities with county departments, municipal courts, and other governmental agencies. The Director reports to the Chief Presiding Judge.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$55.98	\$75.31	\$94.63

Likely Minimum Qualifications

- Bachelor's degree in Public, Business, or Judicial Administration or closely related field
- Minimum of ten years of professional experience in court management or judicial administration including five years of supervisory and/or management experience
- Master's degree in Public Administration or Judicial Administration preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Superior Court Administrator

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.