



**SUPERIOR COURT OF CALIFORNIA COUNTY OF
LOS ANGELES**

Department of Human Resources
111 N. Hill Street, Rm. 203
Los Angeles, CA 90012

<http://www.lasuperiorcourt.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Operations Deputy**

An Equal Opportunity Employer

SALARY

\$9,705.12 - \$14,689.48 Monthly \$116,461.44 - \$176,273.76 Annually

OPENING DATE: 01/30/13

CLOSING DATE: 02/28/14

THE POSITION

Los Angeles Superior Court



APPLICATIONS MUST BE FILED ONLINE

This is a managerial position. The Trial Court Employment Protection and Governance Act (SB 2140) authorizes the Court to exclude managerial employees from the employment protection provisions of the Act subject to meet and confer. Employees who hold managerial positions are at will employees of the Court. The provisions of the Court's discipline Policy, adopted January 1, 2003, do not apply to managerial employees.

THE LOS ANGELES SUPERIOR COURT

The Los Angeles Superior Court plays an important role in the administration of justice within Los Angeles County. Located in Southern California, Los Angeles County is geographically one of the nation's largest counties covering 4,000 square miles and serving over 9.9 million residents. The Court is the largest single unified trial court in the United States with an annual budget of \$730 million. With more than 4,300 full-time employees and 12 judicial districts, it is presided over by 550 bench officers, including judges, commissioners, and judges pro tempore. The Court has 38 separate facilities, servicing 88 cities and 118 law enforcement agencies county wide.

GENERAL PURPOSE

Under broad policy direction from the Chief Deputy of Operations, assists in planning, organizing, integrating, directing, managing and evaluating the organization, administration and operations of a region of the Los Angeles Superior Court; directs and manages development and execution of annual plans, and short and long-term goals and objectives consistent with the Court's Strategic Plan; represents the Court in establishing and maintaining effective relationships with other court systems, various public and private agencies, the State Bar Association, the County Board of Supervisors, County departments, judicial committees and other agencies; acts in the absence of the Chief Deputy of Operations.

DISTINGUISHING CHARACTERISTICS

Operations Deputies are responsible for assisting and supporting the Chief Deputy of Operations in the overall management and administration of the Court operational functions and in the planning and execution of programs and operational functions for achieving the Court's short and long-term goals and objectives. Within assigned areas of responsibility, an incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of the Court's resources in serving the public's needs, both currently and in the long term, while operating in a rapidly changing legal environment.

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS

For detailed job description click [here](#).

QUALIFICATIONS

Selection Requirements

To qualify, applicants **must** meet one of the following options:

Option I: Three years of full-time experience at the level of a Senior Administrator* working for the Superior Court of California, County of Los Angeles.

Option II: Graduation from an accredited four-year college or university with a major in business administration, public administration or a closely related field **-AND-** Seven years of full-time progressively responsible experience managing administrative support functions and/or operations in a court or public entity. Of the required seven years of experience, two years **must** be at the senior management** level.

*Experience at the level of Senior Administrator is defined as performing work in a comparable class with the same level of responsibility, and requiring the same knowledge, skills and abilities. Duties include planning, managing and directing all operations and administrative functions of a court district or a central court operations division.

**Senior management level experience is defined as overseeing operational functions including budgets and strategic direction to ensure efficiency, effectiveness, and compliance with local, state, and federal laws and regulations; planning, managing and directing all operations and administrative functions of an organization comparable in complexity and size to that of a district or central court operation.

Applicants who are not Court employees must demonstrate on their application materials that they are performing at the designated level.

No out-of-class experience will be accepted.

Degree Verification:

A legible copy of your diploma -OR - original official transcripts with the degree posted from the college or university is required by the time of appointment. Documentation may be submitted as follows:

- As an attachment to your on-line application. Attachment must be in Microsoft Word or PDF format and should not exceed 5 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. Facsimile copies and postmarks will not be accepted.

The Superior Court of California, County of Los Angeles, reserves the right to verify documentation at the time of appointment.

Accredited institutions are those listed in the publication of regional, national or international accrediting agencies, which are accepted by the Superior Court of California, County of Los Angeles. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.

Desirable Qualifications:

- Knowledge of Court administrative functions and operations.
- Experience in working with and providing staff support to Judicial Officers, State and County government officials, the Bar, and other stakeholders.
- Experience in different types of litigation.
- Experience serving as a committee chair or involvement in a leading role.
- Master's degree in Business or Public Administration or closely related field.
- Strong written and oral communication skills.
- Analytical abilities and interpersonal skills.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

EXAMINATION INFORMATION

Part I: A qualifying evaluation of training and experience based on submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined by this evaluation will be invited to participate in the next phase of examination process.

Part II: A written assessment, weighted 40%.

Part III: An interview, weighted 60 %. The interview will evaluate knowledge and skills, problem solving, communication, and management ability.

Application and Filing Information

Applications must be filed online. Application and supplemental questionnaire (if any) must be filled out completely. A resume will not take the place of the application and/or supplemental questionnaire. Incomplete applications will be rejected.

This examination may close before the filing date without prior notice at any time after a sufficient number of applications have been received. Applicants are encouraged to apply promptly.

ALL NOTIFICATIONS WILL BE SENT VIA EMAIL.

Please add info@governmentjobs.com to your address book to avoid email being filtered to Spam mail.

Questions regarding this posting may be emailed to hkim@lasuperiorcourt.org

APPLICATIONS MAY BE OBTAINED AND
FILED ONLINE AT:

<http://www.lasuperiorcourt.org>

OR

111 N. Hill Street, Rm. 203,
Los Angeles, CA 90012

EXAM #R9919A
OPERATIONS DEPUTY
HK

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
Employment Information

Web Address: www.lasuperiorcourt.org

Job Line: (213) 974-5444

Hearing impaired applicants with Telephone-Teletype equipment may leave typewritten messages by contacting us directly at (213) 893-0063.

APPLICATION: Applicants are required to complete the Superior Court of California Employment Application and, when required, a Supplemental Questionnaire, which must be submitted online no later than the final filing date and time. E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

ELIGIBILITY LIST: Persons who successfully pass the required examination(s) will have their names entered on an eligible list in descending score order. The highest ranking candidates will be given first consideration for hiring. Placement on the eligible list does not guarantee an offer of employment only that your candidacy will be considered as long as the list is valid. Eligible lists are normally valid for a year but may be extended or deactivated sooner to best meet the needs of the Court.

REASONABLE ACCOMMODATION: The Superior Court of California does not discriminate against persons with disabilities. Please advise the Human Resources Office if you require an accommodation to participate in the examination.

EMPLOYMENT ELIGIBILITY INFORMATION: In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States. (C6117ED)

SALARIES: Appointments are generally made at first step of the salary range with advancement within the range upon satisfactory completion of the probationary period. Subsequent increases up to the top step of the salary range will occur annually upon receipt of satisfactory performance ratings or as otherwise dictated by established pay provisions. All salaries are subject to payroll deductions.

BENEFITS: Regular employees are eligible to receive a variety of benefits including health insurance, holiday and vacation leave, deferred compensation, mileage reimbursement, bilingual pay, evening and night shift salary differential and more. Additional insurance and benefits are available for management positions.

RETIREMENT: A retirement plan is provided to full-time employees. Court employees do not participate in Social Security. Employee contributions to the retirement system may be withdrawn upon separation from employment.

OATH OF ALLEGIANCE: All employees are required to take an oath of allegiance.

FINGERPRINTING AND SECURITY CLEARANCE: Employees are fingerprinted and must pass a criminal background check. Information obtained will be evaluated for compatibility with Court employment.

Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment applications, resumes, and during the examination process is subject to verification.

E-VERIFY: This organization participates in E-Verify.

EMPLOYMENT PROTECTION: As of January 1, 2001, the Trial Court Employment Protection and Governance Act provides employment protection for almost all Court employees. Employees who have civil service hearing rights with the County of Los Angeles and who promote or transfer into a non-civil service position with the Court will lose their civil service hearing rights.

CHILD SUPPORT COMPLIANCE PROGRAM: In effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e., name, address, social security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 also permits the CSSD to request additional employment and identification information under specified circumstances. Applicants will not be disqualified from employment based on this information.

ZERO TOLERANCE OF WORKPLACE THREATS OR VIOLENCE: Superior Court Judicial Officers and Managers are committed to providing a safe work environment and prohibit any workplace threats, intimidation or harassment against, or by, any Court employees. Any reported threats will initiate necessary security measures and an investigation. The Superior Court also complies with the provisions of the Los Angeles County Employee Domestic Violence Assistance Program.

EQUAL OPPORTUNITY EMPLOYER: All positions are open to qualified men and women. Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, disabled persons who believe they need reasonable accommodation or help in order to apply for or perform the necessary duties of a position may contact the Recruitment & Selection Unit at (213) 974-5224. Hearing impaired applicants may contact California Relay at 1-800-7352922 to reach us at the above number or those with telephone-teletype equipment may leave type written messages by contacting us directly at (213) 893- 0063. A copy of Equal Employment Opportunity Plan (EEO) Short Form is available upon request at the Human Resources Administration.

E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used and weights assigned to various parts of the examination at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process or listing on the certification list guarantees appointment to Court vacancies.

Operations Deputy Supplemental Questionnaire

- * 1. **INSTRUCTIONS FOR ONLINE APPLICATIONS:** Only Online Applications will be accepted. The information you provide on this supplemental questionnaire will be evaluated. Your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections). Please be as specific as possible and include all information as requested. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. A resume, or a reference to "see attached resume" will **not** be accepted in lieu of the questionnaire. Incomplete responses, false statements, omission of a material fact or partial information, can result in disqualification from the examination process. I acknowledge I read and understood the above instructions.
- Yes No
- * 2. Which of the following options best describes your qualifications?
- Option I: Three years of full-time experience at the level of a Senior Administrator* working for the Superior Court of California, County of Los Angeles.
- Option II: Graduation from an accredited four-year college or university with a major in business administration, public administration or a closely related field -AND- Seven years of full-time progressively responsible experience managing administrative support functions and/or operations in a Court or public entity. Of the required seven years of experience, two years must be at the senior management level.
- None of the above
- * 3. In which of the following areas of litigation do you possess management experience? Please select all that apply.
- Appeals
- Civil
- Criminal
- Family Law
- Juvenile
- Probate
- Traffic
- Small Claims
- Mental Health
- None of the above
- * 4. Please identify your highest level of education COMPLETED.
- Doctorate degree
- Master's degree
- Bachelor's degree
- Associate's degree
- Technical school (non-Associate's degree)
- Completion of some college coursework (no degree)
- High School Diploma or GED Certificate
- Less than a High School Diploma or GED Certificate
- * 5. For the degree indicated above, please identify your field of study.
- Business Administration
- Public Administration
- Closely related field
- Other
- * 6. How many years of management experience do you have?
- 0-2 years
- 3-4 years

- 5 years or more
- 6-7 years
- 8-9 years
- 10-11 years
- 12-13 years
- More than 14 years
- None

- * 7. Describe your management style and provide specific examples of how your style has contributed toward the success of your organization or team.

- * 8. Describe your experience managing change processes. Identify the strategies you implemented as part of that process and your achievement in meeting identified goals and objectives.

- * 9. Give an example of when you built partnerships in a public and/or private setting to address long-term needs.

- * Required Question