



SUPERIOR COURT OF CALIFORNIA COUNTY OF MADERA

Invites your application for:

ASSISTANT COURT EXECUTIVE OFFICER

Salary: \$135,946 - \$165,243/annually
Application & Supplemental Information
Filing Deadline:
Monday, October 19, 2026

The Assistant Court Executive Officer serves at the will of the Court Executive Officer and is charged with ensuring that the functions, divisions, and programs within the assigned area of responsibility are performed in a manner that serves court users consistent with policy



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COUNTY OF MADERA

Position Summary

Under administrative direction of the Court Executive Officer, to develop and implement organizational goals, policies and programs; plan, organize coordinate and direct the non-judicial and administrative functions of the court; serves as Court Executive Officer during absences when assigned; and performs related duties as required. Serves at the pleasure of the Court Executive Officer.

Supervision Exercised

Exercises managerial and supervisory responsibility, directly and through subordinate supervisors, over court staff.

Essential Duties

- ♦ Assist the Court Executive Officer in planning, organizing, directing and reviewing the non-judicial operations and administration of the Court.
- ♦ Assists in establishing and evaluating goals, programs, short and long term planning, policies and procedures of the Court.
- ♦ Confers with the Court Executive Officer in resolution of operational issues; advises and directs subordinate supervisors in the resolution of operational issues to increase efficiency, comply with judicial policy, and conform to applicable legislation.
- ♦ Serves as a liaison for the court with the Judicial council of California, the Legislature, the news media, the public and other State, County and City officials.
- ♦ Manages/coordinates assigned and other staff, directly and through subordinate managers and supervisors; performs a broad range of general supervisory duties.
- ♦ Reviews, evaluates, and interprets trends, new legal requirements, laws and pending legislation affecting court programs. Implements policy and procedural changes to ensure compliance with regulations and guidelines.
- ♦ Assists in the development and administration of the Court's budget; reviews invoices and authorizes claims for payment.
- ♦ Conducts and/or directs the preparation of comprehensive studies, and statistical reports and presents the resulting recommendations; directs the planning and development programs pertaining to a variety of administrative and operational issues.
- ♦ Assume the duties of the Court Executive Officer in the Court Executive Officer's absence, when assigned.

Knowledge, Skills and Abilities

- ♦ Organization, practices and operational functions of the courts.
- ♦ Principles and practices of organization, administration, facilities management, technology, personnel management, labor relations, court-community relations, operations in support of all case types, court security and budgeting.
- ♦ Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training and discipline.



SUPERIOR COURT OF CALIFORNIA

COUNTY OF MADERA

Knowledge, Skills and Abilities (Cont'd)

- ♦ Applicable state, federal and local ordinances, laws, rules and regulations.
- ♦ Principles and practices of budgeting, strategic planning and program development.
- ♦ Methods for analyzing and evaluating complex organizational and operational issues.
- ♦ Plan, organize, assign, direct, review and evaluate the work of staff.
- ♦ Communicate efficiently and effectively with a diverse population, both orally and in writing.
- ♦ Understand, interpret, explain, and comply with laws, regulations and policies governing court operations.
- ♦ Apply logical thinking to solving problems or accomplishing tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- ♦ Exercise sound independent judgment within general policy guidelines.
- ♦ Establish and maintain effective working relationships with judicial officers, court staff, governmental agencies, and the public.

Minimum Qualifications

Experience:

Requires five (5) years of full-time experience working for a court system in a management or supervisory position **OR** five (5) years of full-time experience working for a public/governmental agency in a management or supervisory position that provided for the acquisition of the knowledge, skills and abilities required for the Assistant Court Executive Officer.

Education:

Equivalent to a Bachelor's degree from an accredited university or college with major course work in business or public administration, criminal justice/criminology, interdisciplinary studies, a social science, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment and some ability to travel to different sites and locations.

License or Certificate:

Possession of, or ability to obtain an appropriate valid driver's license or must be able to provide self-arranged transportation to primary work location.

The employee may be required proof of a valid driver's license before authorized to drive a vehicle on court approved business.

Background Check Requirement:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.



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COUNTY OF MADERA

Employee Benefits

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 2 floating holiday per year, 1 sick leave day per month (unlimited accrual); Appointed to a permanent position shall be granted 5 days credit for vacation following the completion of 6 calendar months of continuous paid full-time service and following the completion of 12 calendar months of continuous paid full-time service in a permanent position will be credited 5 additional vacation days, vacation accrual increasing thereafter with years of service (55 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%.

Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

Examination Process

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and qualifications shall be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal as determined by the Court Executive Officer to be appropriate. The Court Executive Officer may limit the number of qualified applicants eligible to participate in the appraisal process. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender, sex, or age in any of its programs or activities.

How To Apply

The application is required and may be obtained by accessing the Madera Superior Court website at <https://www.madera.courts.ca.gov/general-information/job-openings> but please **DO NOT APPLY ONLINE AT THE COURT'S WEBSITE**. You must apply via e-mail and submit the application and responses to the supplemental evaluation as noted below. A resume may be included with the application materials but will **not** be accepted in lieu of an official application. The "Employment History & Experience" section of the application must be completed in its entirety. Failure to fully complete the application and/or sign the application will result in disqualification.

E-MAIL YOUR COMPLETED APPLICATION, SUPPLEMENTAL EVALUATION RESPONSES AND RESUME BY MONDAY, OCTOBER 19, 2026 TO:

Justin Logan, Human Resources Supervisor
Judicial Council of California, Human Resources
Justin.Logan@jud.ca.gov
(415) 865-4563
or
(415) 865-4260 (for general assistance)

NOTE: Postmarks and facsimiles are not accepted.



SUPERIOR COURT OF CALIFORNIA

COUNTY OF MADERA

Supplemental Evaluation Information

The supplemental evaluation responses requested below must be submitted with the official Madera County Superior Court application by the final filing deadline of Monday, October 19, 2026. Submission of a resume is optional, but will not be accepted in lieu of the official application.

The supplemental evaluation responses outlined below are designed to assist you in presenting your qualifications for this position. This information may also be utilized to limit the number of qualified applicants eligible to participate in the selection process. Please be complete and specific in your responses. Applications submitted without responses may not be evaluated.

1. Please describe the extent of your management or supervisory experience working in a court environment or in a management or supervisory position with a public/governmental agency that provided for the acquisition of the knowledge, skills and abilities required for the Assistant Court Executive Officer. Include in your response: the employer, job title(s), relevant duties, dates of employment, and whether the position was full-time or part-time.
2. Describe your experience performing the following:
 - ♦ Implementation of legislation that significantly impacted your employer.
 - ♦ Personnel management, including employee performance evaluation and employee discipline.
 - ♦ Presenting management with solutions to a problem (please use one, non-confidential example and specifically outline how you evaluated the problem and developed the solution to present to management).
3. Describe your management philosophy, and how you will build organizational cohesiveness and trust as the new Assistant Court Executive Officer. In your response, please also describe how you will develop effective relationships with external and internal stakeholders.

ADA Accommodations

If you are a person with a disability and need accommodations during the interview process, please contact Justin Logan at (415) 865-4563.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO COURT ADMINISTRATION: (559) 416-5510.