

Market Range Detail - Justice System Manager

Effective Date

June 22, 2015

Market Range Title Description

Positions in this market range title are responsible for a broad range of job duties and responsibilities in planning, directing and managing the daily operations of a large court function or program in Superior Court, Clerk of the Court or Sheriff's Office. Positions in this market range title are distinguished from those assigned to the Justice System Supervisor market range title in that the former is generally responsible for the management of a court function and directs work through subordinate Justice System Supervisors while positions in the latter are the first-line supervisor responsible for the daily functions of a court unit. Justice System Managers are further distinguished from positions assigned to the Justice System Administrator market range title in that the latter is responsible for the overall management of one or more large, court-wide functions and directs work through subordinate Justice System Managers and Justice System Supervisors.

Supervisory responsibilities include developing performance plans, monitoring and evaluating performance, coaching/counseling, interviewing and hiring new staff, training staff and determining work priorities. Job duties vary based on assigned operational function, but typically include: participating in department strategic planning including: assisting the administrator with establishing goals, strategies, and priorities and providing progress reports; assisting in developing and forecasting area budgets; ensuring division operations support the department's mission and goals; directing special projects assigned by the administrator; allocating resources to ensure quality service delivery; resolving complex operational issues; performing needs assessments, analyzing the effectiveness of service delivery, and developing strategies to improve results; providing guidance, direction, and training to staff regarding personnel and operational issues; developing and implementing operational or administrative improvements, additions and changes; monitoring changes in legislation and providing recommendations for action. Incumbents typically report to a Justice System Administrator.

Market Range

| Minimum Hourly Rate | Midpoint / Hiring Maximum | Maximum Hourly Rate |
|---------------------|---------------------------|---------------------|
| \$24.68 | \$33.87 | \$43.06 |

Likely Minimum Qualifications

- Bachelor's degree in field related to specific area of assignment
- Three years of experience in the technical area of assignment including at least one year of lead and/or supervisory experience
- Other combinations of education and experience maybe considered in substitution for the minimum qualifications

Working Titles

- Court Operations Manager
- Electronic Courtrooms Administrator
- Justice System Manager

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.