



October 2018  
FLSA: EXEMPT  
CLASS CODE: 00667

## **COURT RECORDS MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages operations of the Court's central records division to ensure the safety, security and integrity of court records or exhibits in accordance with applicable law, regulations and professional standards; coordinates oversight of the filing, indexing, scanning and maintenance of case files and court records or exhibit intake, maintenance and/or destruction and manages the reproduction of files and records or exhibits; administers current and long-term planning activities; manages the effective use of the unit's resources to improve organizational productivity and service; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Court Executive Officer. Exercises direct and general supervision over technical and administrative support staff performing records management related tasks.

### **CLASS CHARACTERISTICS**

This is a single position management classification that manages Court records management activities, including the maintenance, processing, distribution, and security of the Superior Courts records and acting as deputy custodian of the records. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Assistant Executive Court Officer in a variety of areas. Successful performance of the work requires an extensive Court records management background as well as skill in coordinating departmental work.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Superior Court Records Unit, including maintenance, processing, distribution, and security of court records.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the court records work unit; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the unit's budget.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Plans, directs and coordinates records management activities; coordinates file maintenance procedures and case microfilm/destruction programs.
- Manages file organization, accessibility, security, and space utilization issues; maintains and updates file indexes.
- Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff.
- Functions, principles, and practices of the courts.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of Records Management.
- Principles, practices, methods, techniques and professional standards of records and document management or exhibits/evidence handling practices.
- Federal and state laws and regulations governing the maintenance, retention and destruction of public records, including privacy rights and requirements for the handling and storage of confidential records.
- General operations of a large and complex court system, as well as litigation types and their associated record and document management requirements, issues and challenges.
- Document management and storage technologies, including electronic document management systems and related processes, equipment and quality standards.
- Archival preservation and conservation methods for records or exhibits.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures including Exhibits Code and Procedures, California Rules of Court and other statutes relating to Court procedures
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Court in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and software programs.
- Plan, organize, coordinate and manage operations of a large archives center including facilities and staff.
- Collaborate effectively with administrators, managers and supervisors to achieve implementation of court-wide records or exhibits management goals and objectives.
- Understand, interpret, explain, and apply Court, state, and federal policies, laws, regulations and court decisions applicable to the maintenance, distribution and destruction of public records.
- Provide sound advice and support to districts and departments regarding records or exhibits management issues.
- Establish and maintain effective working relationships with judicial officers, Court and County employees, supervisors, staff, union representatives, representatives of other governmental agencies, members of the public, and others encountered in the course of work
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in judicial administration, public administration, or a related field and five (5) years of court experience, including two (2) years of supervisory experience.

OR

Equivalent to completion of twelfth (12) grade and eight (8) years of technical court experience, including work as a Courtroom Clerk and/or Legal Process Clerk, and two (2) years of supervisory experience. Certification in records management is desirable.

**Licenses and Certifications:**

Possession of, or ability to obtain, an appropriate valid California's driver's license if required to drive.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.