



Calendar Coordinator

Class Code:
4867

Bargaining Unit: Alameda County Management Employees
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jul 2, 2008
Revision Date: Dec 11, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, to plan, to coordinate and to administer the preparation and maintenance of the master civil and criminal calendar process for Superior Court; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

This position acts as primary consultant to the Presiding Judge regarding the scheduling and status of cases court wide.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Plans, coordinates and administers court calendars, monitors daily case flow and reassigns cases as needed to ensure timeliness and compliance with procedures; coordinates with judges, court support and division managers to facilitate pilot projects and change of venue cases.
2. Confers with judges, court administrators, and staff on development and implementation of case management and calendaring policies and procedures and prepares appropriate documents.
3. Confers with attorneys regarding the scheduling of cases; refers to local rules of court and practices as a key source in resolving calendaring issues.
4. Identifies and analyzes the needs of assigned courts and recommends solutions. Arranges for visiting judges per appropriate work assignments; secures alternate courtroom space in other

County facilities as necessary; enlists retiring judges for future work assignments as needed.

5. Recruits and schedules Pro tem Judges and Settlement Commissioners for available programs.

6. Compiles data and prepares periodic statistical reports on case management; prepares information utilized in budget development and expenditure review.

7. Prepares forms to collect data regarding trial status and/or special programs and works with judicial officers in developing procedures for program operation.

8. Reviews new legislation related to calendaring and provides input as to its impact on local rules and practices.

9. Serves as liaison to other courts and local and statewide organizations and agencies.

10. Provides back-up supervision to court reporters and attendants.

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education

Possession of a Bachelor's degree in business administration, criminal justice, public administration or related field.

And

Experience

The equivalent to two years of supervisory or management experience in a court or legal environment.

KNOWLEDGE AND ABILITIES:

Knowledge of court rules, regulations, and procedures related to area of assignment; legal terminology; correct English usage, vocabulary, spelling and punctuation; modern office methods and practice; functions and operations of the judicial systems; methods for researching, analyzing and presenting solutions to complex problems; principles and practices of supervision; computers and relevant software.

Ability to plan, organize, coordinate and direct work assignments; understand and interpret complex statutes, court rules, and case law affecting the operations and administration of the Superior Court; analyze and evaluate operational policies and procedures and problems and

complaints and identify effective solutions; prepare written reports; understand and explain legal documents and terminology; establish and maintain effective working relationships with judicial officers, court and county employees and representatives from other agencies; effectively represent the Court in dealings with judicial officers, government agencies and civic organizations and with the public including attorneys and litigants.

CLASSIFICATION HISTORY:

Revised: 07/02