



Superior Court of California  
County of Lake  
Courthouse  
255 North Forbes Street  
Lakeport, California 95453-4759  
(707) 263-2374  
*An Equal Opportunity Employer*

KRISTA D. LEVIER  
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CLERK OF THE COURT  
JURY COMMISSIONER  
\_\_\_\_\_

**IS ACCEPTING APPLICATIONS  
For  
ADMINISTRATIVE SERVICES MANAGER**

All applicants must submit a completed Superior Court of California, County of Lake application form.

**OPENING DATE: 3/5/2026**

**CLOSING DATE: 3/20/2026 by 5:00p.m.**

The Superior Court of California, County of Lake is now accepting applications to fill a **current** vacancy.

Full job description and application form are available on the court's website:  
[www.lake.courts.ca.gov](http://www.lake.courts.ca.gov) or by email [Michaela.noland@lake.courts.ca.gov](mailto:Michaela.noland@lake.courts.ca.gov)

**DEFINITION**

Under general supervision from the Court Executive Officer, this management position is responsible for the development, coordination, management, and goal setting of the fiscal and human resource functional areas of the court.

**SALARY**

Monthly: \$7,202.85 to \$8,755.11

*This is an exempt position.*

**EMPLOYEE BENEFITS**

PERS retirement plan integrated with Social Security subject to pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); 84 hours per year paid vacation, increasing upon length of service; 96 hours per year paid sick leave; and 13 paid fixed holidays per year; 3.5 paid floating personal days per year.

**TO APPLY**

Application forms may be obtained from the Court's website [www.lake.courts.ca.gov](http://www.lake.courts.ca.gov) or the Court Clerk's office at either court location: 255 North Forbes Street, 4<sup>th</sup> Floor, Lakeport, California or 7000-A South Center Drive, Clearlake, California, or by calling telephone number (707) 263-2374 ext. 2263. All applicants must submit a completed Superior Court of California, County of Lake application form. Applications must be received by 5:00 p.m. on March 20, 2026 in order to be eligible.

## ADMINISTRATIVE SERVICES MANAGER

### **DEFINITION**

Under general supervision from the Court Executive Officer, this management position is responsible for the development, coordination, management, and goal setting of the fiscal and human resource functional areas of the court.

### **CLASS CHARACTERISTICS**

This is a one-person **AT-WILL** classification reporting directly to the Court Executive Officer. Incumbents may have management responsibility for fiscal technicians, human resources technicians, analysts or other staff.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, directs and coordinates directly and/or through subordinate staff the fiscal and human resource operations and functions of the court.
- Develops, implements, and interprets financial policies and procedures; ensures that financial policies and procedures are in accordance with applicable laws, requirements, and governmental accounting and reporting practices.
- Prepares complex studies, projects and reports pertaining to financial planning, budget projections, and the protection of court assets; oversees the preparation of standard monthly, quarterly, and annual reports.
- Manages the functions of accounting, budgeting, payroll, purchasing, revenue, and financial information systems.
- Provides advice and consultation regarding the court's financial resources, policies, and procedures.
- Plans, organizes, and administers the court's comprehensive human resources program including recruitment, selection, classification, compensation, benefit planning and administration, personnel transactions and records, equal employment opportunity, labor relations, safety, and workers compensation
- Develops, implements, and interprets court human resource policies, programs, and procedures; consults with and advises managers and supervisors of their human resource management responsibilities and the application of court personnel policies, standards, and procedures.
- Assists executive management in negotiations with employee organizations.
- Oversees the discipline and grievance processes, and the performance management program.
- Develops, implements and monitors compliance with the court's risk management, safety, and equal employment opportunity programs.
- Performs supervisory duties, including hiring and training staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances.
- Conducts administrative studies to evaluate effectiveness, define problem areas, and develop recommendations for solutions.
- Researches, develops, administers, and implements projects and grants.
- Oversees internal cash controls, cash dispositions, bank accounts and trust accounts
- Conducts workplace investigations as necessary
- Trains clerks in the appropriate disposition and cash payments of cases
- Performs other duties as assigned.

### **JUDGMENT AND RESPONSIBILITY**

This manager has full supervisory responsibility for other employees and receives limited direction on a wide variety of assignments.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Considerable knowledge of general office and court procedures.

- Ability to supervise others involved in related activity; interpret and explain related laws, policies and procedures; analyze unusual situations and resolve through application of policy;
- Principles and practices relating to court operations, such as legislative analysis and advocacy; budget administration; human resources and management; qualitative and quantitative research and analysis; or trial court policies and procedures.
- The California judicial system and court operations and procedures.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques of preparing effective written and oral presentations.
- Principles of court personnel administration
- Laws relating to employment, and labor relations
- Principles of administration, budget and grant accounting

**Ability to:**

- Manage programs and staff.
- Develop and implement goals, objectives, policies, procedures, and work standards
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Translate goals, objectives, and policies into day-to-day operations.
- Use initiative and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Apply problem-solving and conflict resolution methods and techniques.
- Communicate effectively in English, orally and in writing.
- Use tact and discretion in dealing with those contacted in the course of the work.
- Interpret and explain related laws, policies and procedures

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

A typical way to obtain the required knowledge and abilities would be an educational level equivalent to graduation from an accredited college or university with a Bachelor's degree in business or public administration, accounting, court administration, human resources or a closely related field and four years of progressively responsible experience in government finance and/or human resources administration. Education may be substituted with relevant work experience on a year for year basis.

**PHYSICAL DEMANDS:**

Most positions are primarily desk jobs which may require sitting for long periods of time. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting.

**SPECIAL REQUIREMENTS:**

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

**WORKING CONDITIONS:**

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel to branch office and statewide as necessary.

**FLSA Status:**

Exempt

This class specification is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.