



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

CLERK OF THE COURT
JURY COMMISSIONER

IS ACCEPTING APPLICATIONS for COURT ANALYST

The Superior Court of California, County of Lake is now accepting applications to fill **current** and **future** vacancies for Court Analyst.

FINAL FILING DATE: Applications must be submitted by **5:00 p.m. on July 7, 2026**

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

Applications are available on the court's website: www.lake.courts.ca.gov
OR at either court location: 255 North Forbes Street, 4th Floor, Lakeport, California
7000 A South Center Drive, Clearlake, California

Lake County Superior Court is recruiting to fill the position of Court Analyst with a focus on Human Resources and Finance tasks. This position plays a key role in assisting the administration of the court. This is an excellent opportunity for an experienced, detail-oriented professional who thrives in a fast-paced environment. Candidates with experience in recruitment, benefits administration, compiling and recording bank deposits, and accounts payable and receivable are encouraged to apply. Knowledge of trial court policies and procedures is preferred.

SALARY

Court Analyst **Hourly:** \$30.36 to \$36.90 **Monthly:** \$5,261.64 to \$6,395.57

EMPLOYEE BENEFITS

PERS retirement plan integrated with Social Security, subject to the recently enacted pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); 80 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.

SELECTION PROCEDURE

All applicants must submit a completed Superior Court of California, County of Lake application form. Applications will be evaluated to select the best-qualified candidates to continue in the selection process. It is not acceptable to complete the application with statements such as "see resume" or "see attached." Resumes may be submitted in addition to the completed application form. **THE FINAL FILING DEADLINE IS 5:00 p.m. on July 7, 2026. Postmarks will not be accepted.** Applications may be submitted in person at either court location or by email to vanessa.vestal@lake.courts.ca.gov.

Employment with the Superior Court is contingent upon passing a background check which includes, but is not limited to, fingerprinting and a Department of Justice records check. Before appointment candidates must provide documents evidencing identity and authority to work in the United States.

Please notify the court prior to the final filing date if accommodation due to disability is needed during the selection process by calling (707) 263-2374 x2263. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.

COURT ANALYST**DEFINITION**

Under general supervision from the Court Executive Officer or the Administrative Services Manager, performs a variety of professional, administrative, personnel, financial and complex analytical functions. Incumbents assist in the preparation and administration of court budgets, administration of court fiscal procedures and contracts, administration of court personnel policies and procedures, administration of assigned information technology projects, and analysis of issues affecting court operations.

CLASS CHARACTERISTICS

This is the entry and journey level of the Court Analyst series. This class is highly confidential and distinguished from the higher level Senior Court Analyst in that the latter is at the expert level, has responsibility for mentoring, assigning, and reviewing work of court analysts, fiscal technicians or other positions and/or performs more difficult and complex duties. Erroneous decisions regarding tasks could have limited to moderate effects on the administration of the court. However, this classification is highly confidential and lack of judgment regarding confidentiality could have a serious effect on the administration of the court.

EXAMPLES OF DUTIES (*illustrative only*)

Depending upon the assignment, duties may include, but are not limited to the following:

- Oversees internal cash controls, cash dispositions, bank accounts and trust accounts.
- Trains clerks in the appropriate disposition and cash payments of cases.
- Explains financial procedures and account record keeping requirements to the public, vendors and court staff by telephone or in person.
- Analyzes detailed accounting records reflecting appropriations and expenditures relative to budget for various funds and budgets.
- Prepare complex financial reports as assigned.
- Audits and evaluate regular financial reports of revenue, appropriations and expenses.
- Performs a variety of professional work in the administration of contracts and grants, participates in project development, prepare grant applications, direct and audit expenditures of grant funding to ensure compliance with grant conditions.
- Advises the department head and otherwise provides administrative assistance in the planning for each fiscal year.
- Analyzes and reports on the court's operations regarding efficiency and effectiveness and administration of department activities.
- Composes correspondence and compile reports from a variety of sources, facilitates coordination with other office and agencies, attend meetings as assigned.
- Prepares bid documents pertaining to goods and services procurement.
- Assists in the preparation and review of departmental preliminary and final budgets
- Maintains and updates accounts receivable controls and accounts; classifies and posts expenditures to budgetary accounts.
- Receives monies and maintains records of receipts; balances receipts; enters data into appropriate accounting software programs.
- Prepare claims for payment; enters and tracks accounts payable through court software programs; balances expenditures.
- Assists in maintaining court compliance with labor laws, such as ADA, FMLA, FEHA, and others
- Assists with human resources tasks such as labor relations, payroll, classification/recruitment, benefits administration, training, administration of human resource policies, etc.
- Responsible for facility maintenance including inputting work orders, ordering supplies and following up with vendors and Judicial Council staff.
- Works with user departments to determine how court processes may be improved through the use of automation, recommends processes to be automated; provides a plan for implementing automated solutions.
- Oversees all information technology changes, upgrades and implementations that are assigned.

- Researches, evaluates, and makes recommendations to purchase packaged software, upgrades existing software, maintains proprietary application software.
- Develops or assists in the preparation of formal policies, procedures, and standards for the use of automated systems.
- Develops and conducts or arranges for training on the use of automated computer systems.
- Ensures that installed automated systems meet user needs (e.g. accuracy, functionality, efficiency and security.)
- Conducts analysis and research on the appropriateness of various system hardware; including computers, printers and monitors; makes recommendations concerning office automation equipment, evaluates computer equipment vendors.
- Acts as Court liaison between Judicial Council, Placer Court and vendors regarding telecommunications equipment and network equipment.
- Answers user questions and resolves user problems related to the use and operation of automated information systems.

QUALIFICATIONS

Knowledge of:

- General office and court procedures
- The California judicial system and court operations and procedures
- Principles and practices of accounting and auditing
- Principles of court personnel administration
- Laws relating to employment, and labor relations
- Principles of administration, budget and grant accounting
- Principles and techniques of preparing effective written and oral presentations
- Methods and techniques of research, statistical analysis and report presentation
- Development and implementation of goals, objectives, policies, procedures, and work standards
- Principles and practices relating to the functional area to which assigned, such as legislative analysis and advocacy; budget administration; human resources and management; qualitative and quantitative research and analysis; or trial court policies and procedures
- Court Information Technology systems and software
- Hardware and software configuration
- Information technology upgrades and implementations

Ability to:

- Interpret and explain related laws, policies and procedures
- Analyze situations and resolve through application of policy
- Problem-solving and conflict resolution methods and techniques
- Work independently
- Multitask, organize, prioritize, and manage time efficiently to complete project responsibilities efficiently and effectively
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use initiative and independent judgment within general policy guidelines
- Knowledgeably and effectively represent the judiciary on issues pertaining to the assigned program, unit or functional area
- Operate personal computers (such as word processing and spreadsheets) and a variety of office equipment

Education and Experience:

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

Example combinations include completion of a four-year college curriculum (Bachelor's degree) in public administration, accounting, fiscal management or a related field.

OR

Completion of a two-year college curriculum (Associate's Degree) in public administration, accounting, fiscal management or a related field and two years of experience working with budget administration, general court administration, or financial administration.

OR

Four years experience working with budget administration, general court administration, financial, information technology or human resource administration.

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.

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.

FLSA Status:

Non-Exempt