



DEPUTY EXECUTIVE OFFICER

Salary : Up to \$224,830.67 Annually (DOE)

THE COURT

The Court is comprised of 29 judges and 4 commissioners, supported by a dedicated team of approximately 285 staff members. With three locations- Hall of Justice in Ventura, the Juvenile Court in Oxnard, and the East County Court in Simi Valley- the Court serves the community with a commitment to excellence across all areas of justice and public service.

GENERAL INFORMATION

Under executive direction from the Chief Operating Officer, the Deputy Executive Officer plans, organizes, and leads court-wide operations and judicial support functions, as well as other administrative support services. The incumbent is responsible for planning and managing the development, implementation, and communication of operational strategic goals and performance targets set forth in the Court's strategic plan and provides professional advice to the Executive Team, judicial officers and committees on effective court operations to support achievement of the Court's business and justice system objectives.

The Deputy Executive Officer classification is responsible for the following areas of responsibilities:

- 1.Criminal/Traffic/Records/Juvenile/Probate/Branch Locations



THE IDEAL CANDIDATE

This is one of three, DEO positions. The vacant position will be responsible for Criminal/Traffic/Records/Juvenile/Probate/Branch Locations. This individual should have knowledge of the following:

- Court organization, ordinances, rules, policies and procedures relating to the administration and operations of the Court;
- Theory, principles, practices, and techniques of court and public administration, including operations management, facilities management, budgeting and financial planning, human resources, information technology and the case management system, and basic risk management;
- Advanced administrative principles and methods, including goal setting, program development and implementation;
- Federal, state and local laws, regulations and court decisions applicable to the Court;
- Functions and organization of the judicial system, including the multiple divisions of the Ventura Superior Court, areas of litigation and the roles and functions of other legal and law enforcement agencies;
- Trends and best practices in court management and operations applicable to assigned areas of responsibility;
- Research methods and statistical analysis techniques;
- Principles and practices of effective business communications;
- Customer service standards, policies and procedures; community outreach;
- Principles and practices of effective management/supervision;
- Court Personnel Plan policies and labor contract provisions;
- Understanding of technology as it relates to use in operations and administration of court function

To read the full job classification, click [here](#).

Mission - Our Court is here to serve with excellence.

Vision - To maintain the public's trust and confidence by providing equal justice and the highest quality of services for all.

Values - Fairness; Access; Integrity; Respect



EXPERIENCE AND EDUCATION

Education: Possession of a baccalaureate degree from an accredited college or university with a major in business administration, public administration, court or judicial administration, or a closely related field.

Experience: Four years of progressively responsible experience in an administrative or managerial capacity in a trial or appellate court of general jurisdiction in the U.S., in a criminal justice agency, or in another governmental agency, at least two (2) years of which were at the second level of supervision and/or included the management of an administrative or operational function. Experience in one or more of the following functions is highly desirable: budget preparation and control; fiscal management; general administrative systems and procedures; personnel administration; Criminal, Traffic, Juvenile and/or Probate functions..

OR

Any combination of education and experience that provides the candidate with the requisite knowledge, skills, and abilities to perform the duties of the position.

California Driver's License: The Court operates in multiple branches, therefore; the employee may be required to travel to other court locations, and possession of a valid California driver's license is required.



Located along California's stunning Pacific Coast, just 65 miles northwest of Los Angeles, Ventura County spans 1,845 square miles and is home to over 823,000 residents. With a rich history dating back more than 10,000 years, Ventura County was first inhabited by the Chumash people, skilled fishermen and maritime traders. Spanish explorers arrived in the 1500s, and by 1782, Mission San Buenaventura was established, sparking growth in the region. During the 1830s and 1840s, ranching and agriculture became central to the county's economy, laying the foundation for its future prosperity. Today, Ventura County is the 12th most populous county in California and is celebrated for its cultural diversity and strong community. Recognized as one of California's top ten agricultural regions, the county also boasts a thriving economy with leading sectors in manufacturing, technology, and services, making it a vibrant place to live and work.

COMPENSATION AND BENEFITS

In addition to your wages, the Superior Court of California, Superior Court of California, County of Ventura offers you an extensive benefits package, including:

- **Relocation** - Up to \$10,000 in relocation expenses; if moving from outside Ventura County.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, or 5% for a graduate degree or higher. Proof of completion must be presented.
- **Annual Leave** – 176 hours per year, increasing to 208 hours after 5 years of service.
- **Sick Leave** – 12 days or 96 hours of sick leave per calendar year.
- **Deferred Compensation** - Eligible to participate in the Ventura County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plan** - Benefits eligible employees are afforded flexible cash contributions towards the purchase of court-sponsored health plans.
- **Dental or Vision Plans** - Court sponsored dental, and vision plans are also available for benefits-eligible employees.
- **Flexible Spending Accounts** - Choice of participation in the Flexible Spending Accounts which increase spending power through reimbursement of pre-tax dollars for IRS approved dependent care and health care expenses.
- **Defined Benefit Plan** - Both the Ventura Superior Court and employees contribute to the defined retirement plan and to Social Security. If eligible, reciprocity may be established with other public retirement systems.
- **Holidays** - 14 paid days per year, plus 1 personal floating holiday.
- **Other Benefits** – Court-paid premiums for life insurance of up to \$50,000 and Long-Term Disability benefits are available for this position.

HOW TO APPLY

This position is open until filled with a first resume review date of February 18, 2026. To be considered for this exceptional career opportunity, submit your application, resume and cover letter.

Please go to our website to submit your application to [Career Opportunities](#).