



# **CHIEF FINANCE AND ADMINISTRATIVE OFFICER**

**SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF ORANGE**



# About the COURT

The Orange County Superior Court was established in 1893 and maintains jurisdiction over a wide range of matters, with our flagship location being the Central Justice Center in Santa Ana, with additional courthouses located in Orange (Lamoreaux), Newport Beach (Harbor), Fullerton (North), and Westminster (West), as the fifth-largest trial court in the United States and the third-largest court of general jurisdiction in California. We have more than 140 judicial officers and over 1,500 staff with an operating budget of nearly \$280 million.

Our court is recognized for innovation, resource advancements, and community focus while managing over half a million case filings annually and serving a population exceeding three million. The Court's Judges, Commissioners, and employees are recognized for their high standards of achievement, integrity, modernization, and diversity. The Court is committed to ensuring equal access to court services and enhancing public confidence in the court system.

To learn more about the Superior Court of California, County of Orange, visit our homepage at [www.occourts.org](http://www.occourts.org).



Or scan the QR code to visit our website.



# About the COUNTY

Orange County is the third most populous county in the State of California with over 3 million residents, 42 miles of beaches and coastline, and 34 cities. Orange County is home to excellent shopping, dining, resorts, and popular attractions, including Disneyland and Knott's Berry Farm.

Orange County offers an abundance of flourishing art galleries, museums, and year round art festivals. Sports and recreation enthusiasts can take advantage of the numerous parks, hiking trails, championship golf courses, U.S. Open of Surfing, AVP Pro Beach Volleyball, indoor soccer, and professional sports teams, including Los Angeles Angels baseball and the NHL's Anaheim Ducks. Orange County affords a variety of educational opportunities with several private and State universities.





## Position Summary

Under limited supervision from the Court Executive Officer, the Chief Finance and Administrative Officer is a member of the Court's executive management team and performs a wide range of complex executive management duties over all finance and administrative functions, including the day-to-day strategic planning and implementation of Court programs and policies. The position is responsible for finance, accounting, business analytics, collections, facilities operations, financial planning, and procurement services. In addition, the Chief Finance and Administrative Officer is responsible for court-ordered payments, facilities access, emergency preparedness, internal audits, and serves as a security liaison with the Orange County Sheriff on matters related to facility and court staff safety. The position provides assistance and guidance to the Court Executive Officer, Judicial Officers, and acts as executive liaison to various committees, workgroups, and collaboratives with external agencies. The position may represent the Court in sensitive situations and performs related duties within the area of assignment.

The Chief Finance and Administrative Officer is an at-will, executive management classification reporting directly to the Court Executive Officer. The Chief Finance and Administrative Officer is responsible for providing direction and supervision to management, supervisor, professional, technical, and administrative staff. The Chief Finance and Administrative Officer maintains compliance with state and local regulations, court policies, and best practices while promoting efficiency, providing transparency, and taking accountability for finance and administrative functions.

## Desired Qualifications

- Master's degree in business, accounting, finance, public or judicial administration.
- Possession of a Certified Public Accountant Licensure.
- California trial court finance and budget experience.
- Four (4) or more years of experience in the management of a large-scale finance operation with various units in several locations.
- Experience serving as a Court designated representative or liaison to one or more justice system stakeholders.
- Experience successfully implementing several significant multi-agency projects/initiatives.
- May require periodic work on evenings and weekends.

## Ideal Candidate

Candidates must have a bachelor's degree in business or public administration, finance, accounting, economics, or in a closely related financial field, and six (6) years of full-time (or equivalent) professional financial management experience within a court or another public agency, plus three (3) years of supervisory experience over professional accountants and/or other management staff.

Candidates seeking appointment must submit to, and pass a thorough background check and provide a valid transcript of degree by date of appointment.



# Compensation & BENEFITS

This position is compensated up to **\$257,000.00** annually, depending on experience.

## RETIREMENT

Eligible new employees hired will be enrolled in a defined benefit retirement plan referred to as Plan U (2.5% at 67 formula). New employees who were employed by an OCERS employer (or reciprocal agency) prior to January 1, 2013, have less than a six (6) month break in service between employment in an OCERS (or reciprocal) agency and employment in the Court, and establish reciprocity are required to select from two other retirement plans. (Plan J or Plan P.) See [www.ocers.org](http://www.ocers.org).

## 401(a) FOR EXECUTIVES

Employees are eligible to participate in a Section 401(a) plan under the same terms and conditions as equivalent County of Orange executives. Contributions are made entirely by the Court based on the employee's base pay. Contributions will be vested immediately, and are subject to IRS limits. The Chief Finance and Administrative Officer is eligible to receive contributions up to 4%.

## SOCIAL SECURITY

The court does not pay into Social Security.

## INSURANCE PLANS

Medical, dental, vision, EAP, life, accidental death, and dismemberment, and short- and long-term disability insurance are provided by the Court (employees contribute toward health insurance and pays 100% of the vision insurance).

## HEALTH REIMBURSEMENT

The Court will contribute \$63.04 per pay period into individual employee Health Reimbursement Arrangement (HRA) account for eligible full-time employees.

## OPTIONAL BENEFIT PLAN (OBP)

The Court provides up to \$4,500 per calendar year (pro-rated for new employees) which can be received as cash (taxable) or allocated to several benefits.

## LEAVE

The Court provides vacation accruals and sick leave based on years of service.

## HOLIDAYS

There are fourteen (14) paid holidays annually.

## DEFERRED COMPENSATION PLAN

Optional deferred compensation 457 & Roth 457 Deferred Contribution Plans are available.

## EDUCATIONAL REIMBURSEMENT

The Court reimburses up to \$3,500 per year for approved courses, subject to availability of funds.

# Selection PROCESS

Candidates must submit an Orange County Superior Court application, respond to the supplemental questions, and provide a copy of their valid college transcripts by **11:59 p.m. PST on Thursday, October 16<sup>th</sup>, 2025.**

The application and supplemental questions may be obtained by visiting <https://www.governmentjobs.com/careers/occourts> or scanning the QR code below.

Resumes will not be accepted in lieu of an application.

The screening committee will review the candidates meeting the minimum qualifications of the position. Those candidates deemed most qualified will be referred to the selection committee for interviews which are anticipated to take place in early **December 2025**. An appointment will be made following a thorough background check which includes, but not limited to, verification of work experience, driving record, criminal record, education, involvement in civil or other litigation, and financial/credit information.

If you have questions, please contact **Ernest Montoya** at [hrstaffing@occourts.org](mailto:hrstaffing@occourts.org).



**An Equal Opportunity Employer**