



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ANALYST II (Court Collections Unit)

\$84,729 to \$102,952 Annually + Full Benefits Package

The San Francisco Superior Court is actively seeking qualified applicants interested in performing a variety of administrative coordination and oversight work for the Court Collections Unit. Conducts special studies related to operations, functions and services of the Court Collections Unit; performs detailed research and analytical assignments; prepares reports and presentations on a variety of issues; and performs other job-related duties as required.

REQUIREMENTS:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of progressively responsible professional analytical work experience, preferably in a governmental setting, performing work duties related to project management, administrative support and services, data entry and data pull for review, and program tracking.

TO APPLY:

To be considered for the position, interested individuals must apply online must submit ALL the following items:

- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

For questions, please contact Human Resources at (415) 551-0381.

Complete job announcement and online application available at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>. Deadline: 12PM 11/08/24 Pacific. EOE.