SUPERIOR COURT OF CALIFORNIA
COUNTY OF CALAVERAS
400 Government Center Drive
San Andreas, CA 95249

FILED
APR 13 2016
Clerk of the Court
Superior Court of California
County of Calaveras
By _____, Deputy

GENERAL ADMINISTRATIVE ORDER NO. 17-06

ORDER APPOINING KAREN CAMPER COURT EXECUTIVE OFFICER OF THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF CALAVERAS AND DELEGATION OF AUTHORITY

Whereas, Government Code §71620 provides for the appointment of an executive officer who shall hold office at the pleasure of the trial court; and

Whereas, the judges of the Superior Court have unanimously agreed on the appointment of the court's executive officer; and

Whereas, Rule 10.610 sets forth the duties of the court executive officer; and

Whereas, Rule 10.603(d) provides the presiding judge may delegate any of the specific duties listed in the rule that do not require the exercise of judicial authority, with the exception of the approval of the total compensation package of the court executive officer and any changes thereto.

IT IS HEREBY ORDERED, that Karen Camper, is appointed to serve as the Court Executive Officer of the Superior Court of California, County of Calaveras to serve with full authority under the Government Code and California Rules of Court; and

IT IS FURTHER ORDERED that in addition to the authority under the Government Code and California Rules of Court, Karen Camper, in her capacity as the Court Executive Officer is delegated the following authority:

1. Authority to direct expenditures from the court's trial court operations fund, trust funds and other funds maintained on behalf of the court.
2. Authority to approve procurements, expenditures, contracts and the allocation of funds. Prior to approving any expenditure, encumbrance, contract or agreement in excess of $50,000, the court executive officer must first obtain the approval of the presiding judge.
3. Authority to perform the duties related to the timely preparation of records on appeal as specified in the California Rules of Court.

4. Full authority and responsibility for budget and fiscal management including related responsibilities of the Presiding Judge as referenced in the Trial Court Financial Policies and Procedure Manual.
5. Full authority for the selection, recruitment, retention, discipline and termination of the court's non-judicial employees including developing and maintaining the court's personnel plan.

DATED: April 13, 2017

Grant V. Barrett, Presiding Judge