

**ALLEGAN COUNTY
48TH CIRCUIT COURT**

POSITION DESCRIPTION

JOB TITLE: Circuit Court Administrator

REPORTS TO: Circuit Court Chief Judge

POSITION SUMMARY

Manages and coordinates non-judicial functions of the Circuit Court, Circuit Court Family Division and the court operated Juvenile Center. Responsibilities include personnel management, case flow management, fiscal management, jury management, program planning, facilities management and security and other administrative functions.

ESSENTIAL JOB FUNCTIONS

- Directs activities of all Circuit Court and Family Court staff and coordinates and oversees personnel and labor relations functions, including staff hiring, staff orientation and training, work assignments, work performance evaluation and disciplinary matters.
- Prepares proposed budgets for judicial review and approval, presents budgets to county board, authorizes and monitors budget expenditures and works with court staff, funding unit, and state and federal officials regarding budget and related financial matters.
- Establishes and maintains sound financial controls. Coordinates audits of court's financial records and controls, reviews audit findings with auditors, court administrative staff and the judges and ensures that audit recommendations are implemented.
- Manages financial transactions ensuring that receivables, expenditures and disbursements are processed as required in accordance with accepted financial controls. Resolves any collection, disbursement and accounting related irregularities.
- Manages the operation of the court operated Juvenile Center. Ensures that detention, treatment, security and educational services are in accordance with applicable state and court mandated standards.
- Oversees case processing activities, including overseeing, in conjunction with the County Clerk, the County Clerk Circuit Court Clerks Division responsible for receiving and filing of circuit court legal documents and ensures the proper custody maintenance, storage and disposal of court records.
- Oversees the court's Alternative Dispute Resolution (ADR) program ensuring that attorney/mediator pools are developed and maintained, case evaluators are selected and that ADR proceedings are timely scheduled and completed.

Circuit Court Administrator (continued)

- Oversees jury utilization for the court, ensuring that adequate juror pools are available, jurors are summoned and that effective orientation and training is provided to prospective jurors. Oversees the processing of prospective jurors recusal requests and the preparation of payment vouchers for witnesses and jurors.
- Supervises the implementation of an effective case flow management system to ensure cases are processed in accordance with caseflow management guidelines and standards. Coordinates the resolution of caseflow management problems with other court administrative staff and judges.
- Meets regularly with judges and/or court staff to discuss and resolve operational problems and issues, discuss and explain policies and procedures, recommend corrective action and to present proposed policies and procedures.
- Researches and evaluates legislation court rules and court operations. Develops and implements caseflow, case processing, security and youth/family program policies and procedures to ensure that court operations are in compliance with applicable statutes and court rules, enhance services to youths and court patrons and to facilitate effective case processing services.
- Serves as liaison to county officials, local bar association, state and federal agencies, legislators, community agencies, news media, schools and colleges, and other agencies and organizations. Explains court and division functions and programs, discusses legislation, explains court policy and procedures, addresses complaints and service issues and coordinates services and programs.
- Researches potential grants to enhance services and programs to youth, families and others served by the court. Oversees and participates in the preparation of grant applications and management of approved grants.
- Compiles court activity statistics and prepares reports containing caseload, financial and related information. Analyzes case activity including trends, and projects future staffing, information system and facility needs.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person

Required Knowledge, Skills, Abilities and Minimum Qualifications

- Juris Doctorate degree, Master's Degree in public administration, business administration or closely related field, and seven years of demonstrated experience in Court Administration, including supervisory and management experience.
- The court, in its discretion, may consider an alternative combination of formal education and work experience.
- Demonstrated knowledge of and experience in the professional public management techniques involved in budgeting, personnel administration and resource management.
- Demonstrated knowledge of and experience in Circuit Court/Family Court rules, caseflow management and fiscal management including knowledge of the Child Care Fund.

- Skill in assembling and analyzing data, preparing reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgement, resourcefulness and initiative when dealing with the public, county officials, elected officials and other governmental units.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations.
- Skill in using office equipment and technology, and county, court and state software databases.
- Ability to conduct work or attend meetings at times other than normal business hours.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting with ability to stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

If required to record court proceedings, certification as a Certified Electronic Operator (CEO) by the Michigan Supreme Court.