

EMPLOYMENT OPPORTUNITY  
86<sup>TH</sup> District Court  
Antrim – Leelanau – Grand Traverse  
**COURT ADMINISTRATOR**  
\$59,221 - \$74,045

## **POSITION OVERVIEW**

The 86<sup>th</sup> District Court is seeking qualified applicants for the position of Court Administrator. The Court Administrator is a high-level management position under the direction of the Chief Judge. The Court Administrator manages the administrative activities of the court, blending judicial management skills with the discipline of business and public administration.

Responsibilities include fiscal management, personnel management, caseload management, program planning, facilities management, jury administration, information technology management, court security and other responsible administrative matters of the court. The Court Administrator is responsible for establishing priorities and monitoring and evaluating the effectiveness and efficiency of court programs. The Court Administrator recommends and implements the development of policies and procedures to ensure operations are in compliance with applicable statutes and court rules.

The court is comprised of two (2) elected judges, four (4) appointed magistrates and a combined staff equivalent to 30 full time employees. Court employees serve in positions of deputy court clerk, court recorder, probation officer, community corrections officer, office manager, deputy court administrator, and community corrections manager.

## **DESCRIPTION OF WORK**

- Manage and lead a diverse staff with compassion and directness, bringing focus on the role each individual has in the administration of justice within the court.
- Work closely with the chief judge on administration and operational matters.
- Consult and make recommendations to the judges regarding court policies and procedures. Make organizational changes as appropriate.
- Direct the human resources functions. Oversee hiring, assigning, managing, coaching, mentoring and discipline of personnel.

- Ensure training and professional development of professional and clerical staff.
- Establish the performance expectations and identify and address performance issues.
- Participate in negotiating the collective bargaining agreement.
- Oversee the internal and external contracts of the court.
- Prepare the annual budget and serve as the court's representative during the budget process including collaboration and interactions with funding unit personnel and the board of commission in each county.
- Plan, coordinate and ensure effective budget and fiscal controls while utilizing current and best business and fiscal practices.
- Oversee procurement activities for goods and services to ensure compliance with appropriations and applicable procurement rules and regulations.
- Oversee grant management for various state and federal grants, including funding for Sobriety Court and Drug Court.
- Prepare statistical reports, including collections and analysis of data submitted to the State Court Administrative Office.
- Review, monitor and analyze trial court performance measures in clearance rates, case age rates, jury utilization, public satisfaction, recidivism rate for problem-solving court and trial court collections programs.
- Ensure that the public and other branches of government have an understanding of the constitutional independence of the courts.
- Ensure continuous and effective communication with the funding unit to make sure the court has the resources to manage its workload and carry out its constitutional and statutorily mandated responsibilities.
- Provide strategic direction and executive leadership to ensure achievement of the court's mission and objectives through collaboration with court stakeholders.
- Facilitate the issuance of news releases to the media and the public. Handle media relations and respond to media and public inquiries.
- Manage space and facilities and plan for improvement projects.
- Perform other duties as delegated by the chief judge.

## QUALIFICATIONS

A bachelor's degree in social sciences, business administration, education, criminal justice or law. Four to six years progressively responsible directly related experience.

Must have previous managerial, administrative and supervisory experience, with court experience preferred. Practical experience in organizational, procedural and human aspects of managing an organization desired. Such experience typically includes financial management, space and facilities management, oversight of human resource functions, and long and short-range planning.

**Knowledge of:**

- Purposes and responsibilities of courts;
- Management practices and administrative processes including but not limited to human resources, budget and finance principles and administration;
- Research methods, analysis of data and principles of automation applications and systems.

**Skills in:**

- Problem-solving, conflict resolution and leadership;
- Developing budgets;
- Developing procedures and policies;
- Dealing with others in person-to-person working relationships;
- Using a variety of applications such as Microsoft Office, OnBase, and have experience with other software programs.

**Ability to:**

- Manage and direct a large group of employees;
- Lead with vision, articulate priorities, develop staff, and drive organizational excellence;
- Maintain a positive working relationship with the funding unit, other courts, other agencies of government, the bar, the public and the news media;
- Understand the structure and process for the governance and protocol of the funding unit;
- Establish a strategic course for an organization;
- Communicate effectively, both orally and in writing, with individuals, groups, the general public and government officials;
- Deal effectively with issues of confidentiality, integrity and ethics.

**HOW TO APPLY:**

Submit the following:

- A cover letter, addressed to Chief Judge Michael S. Stepka, describing your experience and how it relates to the qualifications for the position.
- A resume.

Submit via email to the Deputy Court Administrator, Dawn Wagoner at [Dwagoner@86thdistrictcourt.org](mailto:Dwagoner@86thdistrictcourt.org).

Emailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

The email subject line must state: Court Administrator Application

Deadline to apply: Sunday, November 7, 2021