



## Grand Traverse County, MI Job Description

### Deputy Circuit Court Administrator

#### GENERAL SUMMARY

The primary function is to assist the Circuit Court Administrator in managing the daily operations and planning for the Circuit Court. Duties include assisting in management of all administrative operations of the court, including coordinating, monitoring and managing case flow, determining organizational goals, program planning and implementation, information technology systems, courthouse security and facilities maintenance.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle. May be required to work on-call.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- May assist in preparation and administration of the court's budget as directed by the Circuit Court Administrator.
- Assist in the development and implementation of goals, objectives, policies, procedures and work standards.
- Assist in supervising Circuit Court staff, specifically the Administrative staff, including overseeing work, hiring, and training, disciplining, establishing and evaluating appropriate performance standards in accordance with the Circuit Court's objectives.
- Acts as a liaison between and represents the court with various county departments and governmental agencies, businesses, community groups, the media and the public.
- Acts as the Circuit Court Administrator in his/her absence.
- Plans, writes and edits special reports on behalf of the court at the direction of the Circuit Court Administrator.
- Assists in the development of the State mandated True-file software system. To ensure compliance with applicable state court rules, ensuring efficiency and consistency of data sharing with applicable counties.
- May represent the court in Show Cause hearings and make recommendations to the Judge.
- Work with the Antrim, Grand Traverse and Leelanau County clerks and Michigan Department of Corrections.
- Assists in regular on-site management of the Circuit Courts in Grand Traverse, Antrim and Leelanau Counties.
- Policy and Procedure documentation (compiling manuals, formalizing financial procedures, etc.)
- Authority to proxy-sign Court Orders and administrative documents for the Circuit Court Judges and Circuit Court Administrator when needed.
- Manage OnBase within Circuit Court to include designing systems, resigning existing systems, testing, and implementation as well as user authorization.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Must be a resident of Grand Traverse, Antrim or Leelanau Counties.
- Bachelor's degree in social sciences, business administration, education, criminal justice or law.
- 4-6 years progressively responsible, directly related experience.
- Master's degree in a related field may substitute for 2 years of experience.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the Fiscal Agent's vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

May be required to work irregular hours.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a person's identity, review of criminal conviction records, verification of educational degrees, license, or certificate required for the position, review of Department of Motor Vehicles records, Department of Justice fingerprint scan, and/or drug and alcohol testing as required and allowable by law. A satisfactory background is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

The duties and responsibilities of the job will have moderate impact on the image or financial stability of the County and/or wellbeing or rights of its citizens. Errors would be difficult to detect but have limited public impact.

Employee exercises considerable discretion for independent decisions based on technical or professional knowledge, with a manager available for consultation in difficult situations. Job tasks require interpretation, analysis and anticipation of effect. Diverse tasks or situations must be analyzed, solved and remedial action taken for modification or adaptation as required.

Frequent customer contacts which require considerable public relations skill in handling. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence or to resolve case problems and gain cooperation.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office environment.
- May be required to reach with hands and arms, sit, stand, talk and hear, use hands to finger, handle or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

**KNOWLEDGE, SKILLS, ABILITIES, COMPENTENCIES (minimum requirements)**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Advanced knowledge of state, federal and administrative law including both procedural and substantive issues surrounding both criminal and civil law.
- Specialized knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Skill in anticipating potential personnel issues and taking appropriate action.
- Appropriately and effectively represent the Court at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the Court.
- Ability to interpret and explain complex policies, processes, regulations and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgement.
- Ability to facilitate meetings effectively and efficiently.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to utilize resources effectively and efficiently.