



## Grand Traverse County, MI Job Description

### Director of Family Court Services

#### GENERAL SUMMARY

Primary function of the job is to manage the administrative and judicial functions of the Probate and Family Court under the general direction of the Probate Judge, including budget management and supervision of court staff. Incumbent plans, implements, and directs programs to provide and improve court services and conducts research and renders legal opinions to the Judge on judicial matters affecting the youth in the community.

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 may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

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

- Directs, plans, organizes, and implements programs to provide and improve court services in accordance with court rules, applicable laws, and policies, including establishing priorities, monitoring, and evaluating the effectiveness and efficiency of court programs.
- Supervises designated staff, including overseeing work, hiring, training, disciplining, establishing and evaluating appropriate performance standards in accordance with the Probate Court's objectives.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines under the direction of the Probate judge to protect the interests of the Family Division of the Circuit Court and maintain the integrity of records in compliance with legislation, regulations, and policies.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans.
- Conducts research and renders legal opinions to the Judge on all judicial matters affecting the youth in the community.
- Acts as Juvenile Division Family Court Referee as needed, and specifically for special court programs.
- Establishes priorities, monitors and evaluates the effectiveness and efficiency of programs.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.

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

- Juris Doctorate
- Six to eight years progressively more responsible or expansive experience in a court or closely related setting, including lead or supervisory experience.

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Member in good standing with the State Bar of Michigan
- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy

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

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 persons' identity; review of criminal conviction records; verification of educational degree, 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 check 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.

May be required to serve in an "on-call" capacity.

**DISTINGUISHING CHARACTERISTICS**

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization. Few, if any, guidelines exist. Leadership, judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

This job is not part of a series.

**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 be required to lift/move up to 50 pounds (such as a box of paper)
- May be exposed to infectious diseases and/or criminal suspects or prison inmates

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Advanced knowledge of Probate Court statutory and regulatory requirements
- Advanced knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- 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.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- 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
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving complex problems in order to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- 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 use County resources effectively and efficiently



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