



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

Circuit Court Administrator

GENERAL SUMMARY

Primary function of the job is to serve as Administrative Officer for the Circuit Court under the direction of the Circuit Court Judges. Duties include supervising staff, overseeing production of reports, ensuring timely case progression, and preparing budget for court operations.

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 the activities of the administrative office of the Circuit Court, which includes: assisting in the preparation of applicable reports; collaborates with applicable agencies regarding Circuit Court functions; preparing case files; conducting court hearings and conferences; attending court hearings; and drafting court orders in accordance with court rules, applicable laws, and policies.
- Supervises designated staff, including overseeing work, establishing and evaluating appropriate performance standards in accordance with the Circuit Court's objectives.
- Establishes priorities, monitors and evaluates the effectiveness and efficiency of court programs, and develops and implements plans to improve services.
- Audits and/or provides accurate statistics to the State Court Administrative Office (SCAO) for all aspects of the Circuit Court, including the Circuit Court Family Division/Probate Court for Grand Traverse, Antrim, and Leelanau Counties.
- Prepares case files and conducts court hearings and conferences with pro per parties and their counsel, including pre-trials, final conferences, show-cause hearings, and settlement conferences; facilitates the resolution of cases before trial; authorizes bench warrants for criminal cases; authorizes legal documents for the Judge with discretion.
- Works collaboratively with other courts, law enforcement agencies, as well as federal, state, and county government entities to research and resolve issues.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Coordinates, attends, and represents the Circuit Court Judges at meetings.
- Approves, monitors, and maintains indigent defense contract billings for applicable counties.
- Approves and oversees requests for appeals and assignment of appellate attorneys through the Michigan Appellate Assigned Counsel System.
- Supervises the collection of Circuit Court cases.
- Supervises mediation, case evaluation, and alternative dispute resolution activities.
- Oversees the operations of the law library in applicable counties, including ordering and maintaining physical libraries and on-line resources; negotiates related services.



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- Works closely with the judges to develop, monitor, and maintain budgets and financial plans for the Circuit Court. May present budget information to the County Administrator or Boards.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in Business Administration, Public Administration, Criminal Justice or a related field
- Four to six years of progressively responsible directly related experience
- Master's degree in a related field may substitute for one year of experience

CERTIFICATIONS, LICENSES (minimum requirements)

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 (minimum requirements - 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.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information in which guidelines may not exist for all situations. Considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors 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 Judges or 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 occasionally be required to lift/move up to 50 pounds.



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KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced knowledge of Circuit Court rules, applicable laws, policies and procedures
- Knowledge of generally accepted accounting and bookkeeping principles
- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Ability to detect errors, determine causes, and make corrections as appropriate
- Skill in use of personal computer software, including advanced spreadsheet development and word processing
- 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.
- Ability to explain complex policies and processes 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 comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to coordinate, develop, layout and implement Circuit Court procedures and operations
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Able to use County resources effectively and efficiently