

JACKSON COUNTY

DISTRICT COURT ADMINISTRATOR

General Summary

Under the direction of the Chief Judge, manages all administrative functions of the Court, including budgeting and financial administration, personnel and employee relations, systems planning, records management, caseload management, jury utilization, facilities and equipment, and other administrative areas. Directs a staff responsible for the processing of traffic, civil, and criminal cases, providing probation services, collecting monies owed the Court, and fulfilling other court management functions. Serves as a back-up Magistrate.

Essential Functions

1. As manager of all non-judicial staff, is responsible for hiring, training, assigning work, approving leaves, reviewing and evaluating performance, and dealing with employee relations issues.
2. Reviews and analyzes existing operations and procedures, develops and implements changes to eliminate, simplify and/or improve efficiency and reduce costs. Develops policies and procedures and recommends major changes to the Judges.
3. Prepares court budget subject to judicial approval. Oversees and approves the purchase of forms, supplies, furniture and equipment. Responsible for monitoring expenses and revenues and reallocating resources as necessary.
4. Responsible for development of an accounting system and ensuring proper management and distribution of funds.
5. Serves as systems administrator for the Court, includes overseeing support of mid-range and PC based systems, and is responsible for system certification, policies, security, and administering the network. Serves as liaison to State, and trouble-shoots system problems.
6. Responsible for caseload management, including caseload analysis, docket control and policy development.
7. Manages the jury system for the District Court, includes notifying jurors to appear, scheduling jury selection dockets, performing juror orientations, ensuring payment of jurors, and reviewing juror requests to be excused.

8. Monitors changes in statutes, Michigan court rules and State agency directives and develops and implements new or revised procedures accordingly. Monitors court operations to ensure compliance.
9. Acts as court liaison with county officials, attorneys, media representatives, law enforcement agencies and others to explain court policies and procedures and discuss issues of mutual concern.
10. Investigates complaints of attorneys and the public regarding court operations or employees, determines cause of problem, and takes appropriate action.
11. Collects and compiles statistics on court activity. Prepares required reports and analyzes data to estimate future caseloads and project possible changes in staffing or processing procedures.
12. Responsible for court security, including establishing security procedures, setting guidelines for transporting officers, and coordinating internal security training.
13. Responsible for active and inactive record storage, record destruction and/or microfilming as allowed by the State retention schedule.
14. Responsible for space and facilities planning and management for the Court.
15. Serves as a back-up Magistrate.

Other Functions

16. Serves as Network Administrator for the Courthouse, including design and maintenance of the system and is responsible for file system management, policies, security, and related areas.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Equivalent of a Bachelors degree in business administration, public administration, or other area related to court administration. Prefer a Masters, JD, or graduate of the Institute for Court Management.

Experience: Five years of progressively more responsible administrative/legal experience, at least two of which were in a supervisory capacity in a court or closely related setting.

Other Requirements:

FLSA Status: Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Ability to access office files.

Ability to access all areas of the court.

Working Conditions:

Exposure to persons charged and/or convicted of criminal offenses.

Typically works in an office setting.

Human Resources

Dept. Head