

JACKSON COUNTY

ADMINISTRATIVE SERVICES MANAGER – DISTRICT COURT

General Summary

Under the supervision of the District Court Administrator, oversees the financial activity of the District Court. Prepares required financial reports and serves as liaison with other governmental agencies regarding financial matters. Responsible for District Court communications including newsletter publication, web page, Intranet, and information systems. Provides administrative support to the Judges, Court Administrator and Deputy Court Administrator.

Essential Functions

1. Serves as the chief financial officer of the District Court, overseeing all financial activity including transmittals, vouchers, accounts payable, cash reports and purchase orders.
2. Compiles and prepares all financial reports required by the State of Michigan. Serves as liaison with the County and State Treasurer.
3. Serves as the District Court information systems manager. Provides troubleshooting and training for employees. Serves as the liaison with the State Judicial Information Systems (JIS) representative.
4. Maintains the District Court web page, adding, deleting, and changing information as necessary.
5. Publishes the District Court newsletter on a monthly basis including editing, layout, printing and distribution.
6. Develops and maintains the District Court intranet to include information such as policy manuals, job descriptions, training manuals, and other information pertinent to District Court employees.
7. Provides administrative support to the District Court judges, District Court Administrator and Deputy District Court Administrator including typing, drafting correspondence, researching statistics, and serving as a back-up court recorder.
8. Schedules judicial leaves, prepares required correspondence for judicial disqualifications and makes travel arrangements for visiting judges. Serves as clerk to visiting judges.
9. Schedules interpreters as needed for all courts. Processes forensic evaluations.

10. Oversees records management for the District Court assuring required retention schedules are followed for all financial and administrative records.
11. Serves as liaison with other departments of the judicial system such as the County Clerk, Circuit Court, Prosecutor's Office and Probation Department.
12. Assists with special projects as directed.
13. Serves as a Court Services Manager in the absence of that individual.

Other Functions

14. Represents the District Court at meetings in the absence of the Administrator or Deputy Administrator.

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: Associates degree in business with emphasis on accounting and/or computer sciences preferred.

Experience: Four years of progressively more responsible administrative experience with experience with word-processing, computer software and hardware and web pages. Experience in a court/judicial setting preferred.

Other Requirements:

FLSA Status: Non-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 access information to the computer.
- Ability to operate copying machine and other office equipment.
- Ability to access various files throughout the court.

Working Conditions:

Works in office conditions.

Human Resources

Dept. Head

ADMINISTRATIVE SERVICES MANAGER – DISTRICT COURT

Factor 1	140	
Factor 2	180	
Factor 3	115	
Factor 4	140	
Factor 5	50	
Factor 6	70	
Factor 7	110	
Factor 81	115	
Factor 82	60	
Factor 9	10	
Factor 10	10	
Factor 11	10	
Total	1010	Grade 11