

LIVINGSTON COUNTY JOB DESCRIPTION

CIRCUIT COURT ADMINISTRATOR

Supervised By: Chief Judge and Presiding Judge

Supervises: All employees of the Circuit Court, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the Chief Judge and Presiding Judge is responsible for managing and coordinating the administrative functions of the Circuit Court, including but not limited to the Family Division and the Juvenile Division of the Circuit Court, including fiscal and personnel management. Responsibilities include preparing, presenting, implementing and monitoring budgets for the Circuit Court and the Juvenile Division of the Circuit Court, developing and implementing programs and policies to improve court services, and maintaining compliance with statutes and court rules.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures and regulations.
2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
5. Negotiates or oversees the negotiation and administration of all contracts of the Court in accordance with Court and County policies and procedures.

6. Facilitates communication and collaboration of the Circuit Court and the Juvenile Division of the Court with the Michigan Supreme Court, the State Court Administrative Office, other trial courts, the Prosecuting Attorney's Office, community organizations, law enforcement agencies, Michigan Department of Human Services, schools, County administration and the Board of Commissioners, attorneys, and others to promote efficient and effective administration of justice and delivery of service to families and children in the County.
7. Supervises the quality and quantity of casework services administered to families and children who are under Court jurisdiction in the Juvenile Division of the Court. This includes overseeing the work of Court staff as well as services provided by state and private agencies. Oversees and participates in the development and implementation of programs designed to prevent, intervene, divert, and control delinquent behavior and meet the changing needs of juveniles referred to the Court. Drafts plans, seeks funding, prepares program goals, and makes presentations.
8. Reviews, analyzes, and coordinates the operation of all specialty court grants and programs and-projects to establish program goals, improve operational efficiency, and improve program services. Develops and reviews policies and procedures for each and recommends modifications to the Chief Circuit Judge. Designs, develops, and oversees the implementation of programs involving specialty courts and other problem solving programs. Directs, monitors and evaluates the effectiveness of the programs. Supervises program and project managers.
9. Investigates and resolves problems and complaints that are referred by Judges, staff, clients, attorneys, Commissioners, other County departments, or the general public.
10. Defines management information requirements and oversees the collection, compilation, and analysis of statistical data. Prepares or directs the preparation of required reports, including reports required by the State Court Administrative Office, and analyzes data, including statistical activity reports, reports on placements, grant reports, collection reports and others as directed. Oversees the processing and maintenance of all records of the Circuit Court and the Juvenile Division of the Circuit Court and estimates future caseloads to project possible changes in staffing or case processing procedures.
11. Coordinates and attends meetings of the Chief Judges of the three trial Courts, the Judges of the Circuit Court and Family Division, and Juvenile Division, Court Administrators, Specialty Courts and project meetings, and other committees related to court functions and projects.
12. Performs such other duties as directed by the Chief Judge of the Circuit Court which are determined to be reasonable and necessary for the operation of the Circuit and Juvenile Court.

13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Master's Degree in business administration, public administration, or related field and seven years of progressively more responsible experience in court administration, including supervisory and management experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of the State of Michigan Circuit Court system, procedures and statutes, and judicial administration.
- Considerable knowledge of Circuit Court rules, policies and procedures, case flow management, basic accounting principles and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within

deadlines, and in emergency situations.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial software and County, court and state software databases.
- Ability to attend meetings scheduled at times other than normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.