

LIVINGSTON COUNTY JOB DESCRIPTION

DISTRICT COURT ADMINISTRATOR

Supervised By: Chief Judge or his/her designee

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

FLSA Status: Exempt

Position Summary:

Under the direction of the Chief Judge or his/her designee, is responsible for managing and coordinating the administrative functions of the District Court, including fiscal and personnel management. Responsibilities include implementing and monitoring budgets for the District Court and developing and implementing programs and policies to improve court services and maintain 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. Under the direction of the Chief Judge or his/her designee, organizes and directs the operations of the District Court. Manages the day-to-day operations to ensure that all functions comply with statutory 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. 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.
4. Investigates and resolves problems and complaints that are referred by judges, staff, clients, attorneys, Board of Commissioners, other county departments, or the general public.
5. Collects, compiles, analyzes statistical and other data as directed to analyze and assess current processes, to ensure efficient and effective case flow management, to monitor

performance of the District Court, and to prepare reports for internal and external audiences, including the judges of the court and the State Court Administrator's Office.

6. Ensures the efficient and effective processing of cases. Oversees the processing and review of case filings, overall case flow, fees and costs, and develops alternative methods when required. Oversees the processing and maintenance of all records of the District Court and estimates future caseloads to project possible changes in staffing or case processing procedures.
7. Manages the collection and receipting of all assessed court costs, supervision fees, traffic fines and all payments ordered by the court in criminal cases, including fines, restitution and attorneys' fees. Ensures proper fiscal accountability for all monies collected and facilitates legislative and State Court Administrator's Office audits.
8. Supervises the quality and quantity of casework services of the probation staff. This includes overseeing the work of court staff as well as monitoring services provided by state and private agencies.
9. Maintains the on-call list of Magistrates.
10. Requests assignments and coordinates with visiting judges for District Court.
11. Responsible for records retention schedules and prepares records for destruction.
12. 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.
13. 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:

- Bachelor's Degree in public administration, judicial administration, or related field, with Master's Degree preferred, and five years of progressively more responsible experience in a District Court, including supervisory and management experience.
- Livingston County Courts, at its discretion, may consider an alternative combination of formal education and work experience.
- LEIN certification.

- 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 District Court system, procedures and statutes, and judicial administration.
- Knowledge of District Court rules, policies and procedures, case flow management, basic accounting and cash handling policies, scheduling jury pools, 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.
- Skill in the use of office equipment and technology, including Microsoft Suite applications 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.