

## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Deputy Court Administrator</b>
<b>DEPARTMENT:</b>	<b>19th Judicial Circuit</b>
<b>REPORTS TO:</b>	<b>Circuit Court Judge and Circuit Court Administrator</b>
<b>PAY RANGE:</b>	<b>\$24.93 - \$32.41</b>

### **SUMMARY**

Under the supervision of the Circuit Court Judge and the Circuit Court Administrator, assists in the administration of the non-judicial functions of the Circuit Court for both Benzie and Manistee offices. Functions as the Court Recorder when needed. Assumes duties of the Circuit Court Administrator in his/her absence.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Requirements include the following:

- Associate's degree in social services, criminal justice, or related field and three years of experience in criminal justice and related program administration.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Electronic Operator.
- Notary Public designation.

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- Michigan Vehicle Operator's License.
- Knowledge of the principles and practices of the State of Michigan Circuit Court system, procedures, statutes, and judicial administration.
- Considerable knowledge of Circuit Court rules, policies and procedures, case flow management, basic accounting principles, maintaining good public relations, applicable local, state, and federal laws, rules, and regulations.
- Ability to maintain office confidentiality.
- Demonstrated ability to maintain professional integrity and respect for victims, witnesses, and families, including the ability to effectively meet and deal with the public.
- Knowledge of basic court proceedings and procedures, analyzing data, performing program evaluations, and maintaining detailed and accurate records.
- Demonstrated ability to maintain professional integrity and respect for victims, witnesses, and families, including the ability to effectively meet and deal with the public.
- Strong skills in proofreading, reviewing forms, documents, and reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- 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, the courts and elected officials, court attendees and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, court recording equipment and court-related and public safety software, and the ability to master new technologies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

1. Assists the Court Administrator with management and personnel tasks. Assists the Chief Judge and Court Administrator in implementation of all policy and procedural updates and changes.
2. Assumes the duties of the Circuit Court Administrator in his/her absence.

3. In conjunction with the Court Administrator, maintains the Court's Alternative Dispute Resolution (ADR) policies and procedures regarding both mediation and case evaluation. Maintains a working knowledge of Michigan statutes and court rules regarding Alternative Dispute Resolution to assist with the supervision of the ADR Clerk.
4. Under the supervision of the Chief Judge and the Circuit Court Administrator, develops and prepares local court rules and administrative orders establishing procedures for the efficient operation of the Court's ADR programs.
5. Serves as a Court Recorder as needed. Also assists other courts with coverage if needed.
6. Supervises any assigned employees, providing training and work oversight. Assists the Court Administrator in performance evaluation.
7. Responsible for scheduling and reviewing all felony cases to assure compliance with Michigan Rules of Court at the direction of the court.
8. Oversees the operations of the law library including ordering and maintaining physical libraries and on-line resources. Negotiates related services and monitors billings and payments.
9. Assists with ensuring compliance with the American with Disabilities Act and coordination of requests for accommodations.
10. Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on policies, guidelines, and standard practices to internal and external customers; both verbally and in writing.
11. Provides counsel and assistance to other staff members in dealing with unusual or difficult counter exchanges and telephone calls.
12. Schedules motions to be heard by the Court for both counties and provides assistance to the general public on procedural aspects of court processes.
13. At the direction of a Judge, drafts court orders in accordance with court rules, applicable laws and policies.
14. Coordinates judicial and court resources for emergency hearings involving neglect abuse and juvenile delinquency cases.
15. Performs other support staff functions as directed.
16. Performs other duties as required.

## **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.

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 20 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

## **WORKING ENVIRONMENT**

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

**The 19<sup>th</sup> Judicial Circuit Court is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed. To that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.