

STATE OF MICHIGAN
48th JUDICIAL DISTRICT COURT
JOB POSTING

POSITION

Civil Division Supervisor - Full Time (Court will consider part time under certain circumstances)

DUTIES AND RESPONSIBILITIES

The following is intended to be a general description of duties, not a complete list.

Under the supervision of the Court Administrator, the Civil Division Supervisor shall:

- Oversee the daily operations of the Court's Civil Division
- Monitor the activities of the division to ensure compliance with court policies and procedures
- Ensure continued compliance with State regulations and court rules
- Implement departmental changes when necessary to improve work flow and efficiency
- Create work schedules that allow adequate coverage to complete all required tasks at any given time
- Assist with counter activities when needed
- Assist with training new staff members
- Review and evaluate employee job performance
- Monitor attendance and prepare timesheets for bi-weekly payroll
- Resolve personnel issues between staff members or staff and the public

Qualifications

- College degree from an accredited institution
- Minimum of three years of supervisory experience
- Thorough working knowledge of civil procedure and the manner in which civil cases proceed through the court
- Ability to manage and motivate staff of a busy, fast paced department
- Ability to successfully multi task on a regular basis
- Excellent written and verbal communication skills
- Possess great attention to detail and ability to adhere to deadlines
- Professional demeanor

Salary

- Commensurate with experience and education
- Benefit package available for full time employees

Additional Information

- Position open until filled
- Forward resumes to HR@48thdc.us
- The 48th District Court is an equal opportunity employer