

**55th Circuit and 17th District Probate Court
Clare and Gladwin Counties
Employment Opportunity**

The Circuit-Family Division and Probate Court are accepting applications for the following full time position:

POSITION: Court Administrator /Family Division Referee

LOCATION: Offices in the Courthouses of Clare and Gladwin Counties

SALARY RANGE: \$65,000-\$75,000 DOE, plus benefits

APPLICATION DEADLINE: Applications will be accepted until June 30, 2021

An opportunity to enjoy small town living located in the gateway to the north of Michigan.

POSITION SUMMARY

Under the direction of the Circuit Court Judges and the Probate/Family Court Judge, administers non-judicial function of the circuit, probate, family and juvenile divisions of the 55th Circuit and 17th District Probate Courts, and oversees the administration and management of the courts.

With limited direction, presides as referee over various hearings involving assigned matters within Circuit Court Family Division jurisdiction, including juvenile and protective proceedings.

ESSENTIAL FUNCTIONS

Directs all budgetary, calendar, and caseload management and recordkeeping for all matters within the court's jurisdiction or assigned to the court.

Develops working relationships and collaborates with public and private sector community partners.

Oversees assigned cases and ensures compliance with all time deadlines.

Researches legal matters, assists in drafting procedures, and provides advice as requested.

Represents the Court in dealings with Clare and Gladwin County and agencies.

Stays abreast of legislative and administrative developments to ensure compliance by the Court.

Serves as the on-call referee for emergency placement of children in child protective and delinquency proceedings.

Negotiates and monitors contracts for services.

Participates in staff hiring selection process and responsible for supervision and training of professional and support staff. Stays informed of employment law and human resources management.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Position requires knowledge of, and/or a strong willingness to learn:

- The principles and practices of public and court administration.
- The Michigan Court Rules and the State Court Administrative Office's rules, regulations, and requirements of trial courts, caseflow and records management practices and principles.
- Child Care Fund and public budget development and control.
- Laws of confidentiality and ethics.
- Court security concerns.

Computer literacy and familiarity with word processing, spreadsheets, database management, Zoom and other software applications.

Excellent oral and written communication skills.

Ability to interact positively and objectively with elected officials, law enforcement officers, employees, state agency staff, and members of the general public.

DESIRED BEHAVIORAL TRAITS

Must be detail oriented and organized.

Able to be a self-starter and independent worker while providing and receiving input from other team members.

Must be discreet with confidential case information.

EDUCATION/EXPERIENCE

Master's degree in social sciences, business or public administration, education, criminal justice, a related field that otherwise qualifies the applicant to manage and supervise the delivery of court services, or a law degree with a minimum of two years' experience.

CERTIFICATION/LICENSES

The ideal candidate will be a licensed attorney in good standing with the State Bar of Michigan, or otherwise authorized to perform attorney referee functions for the Court.

TO APPLY

Please send a cover letter, resume, and a writing sample, if available, to Clare County Probate Court, 225 W. Main St., Harrison, MI 48625, Attn: Court Administrator.