

CLARE AND GLADWIN COUNTY JOB DESCRIPTION

Probate and Circuit Court Administrator/Juvenile Division Referee

GENERAL SUMMARY

Under the direction of the Circuit and Probate Court judges, administers non-judicial functions of the probate, circuit, and juvenile divisions of the 17th Probate District Court and the 55th Circuit Court.

With limited direction, presides as referee over various hearings involving assigned matters within Circuit Court Family Division.

This position requires travel between the Clare County Courthouse in Harrison and the Gladwin County Courthouse in Gladwin.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Directs all budgetary, calendar, and caseload management and recordkeeping for all matters within the court's jurisdiction or assigned to the court.
- Evaluates courtroom technology requirements and develops plans, strategies and proposals to implement the same.
- Directs the planning, development, implementation, administration, and improvement of court policies, procedures, and programming to promote public access to justice, maximize judicial and other court resources, increase the efficiency of court operations, and enhance service to the public.
- Develops working relationships and collaborates with public and private sector community partners to address juvenile justice issues and develop community-based efforts to improve outcomes for offenders and the community.
- Ensures family division proceedings are conducted in accordance with applicable law and procedures, due process rights for all parties are preserved, and that counsel is available and appointed.
- 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 dealing with Clare and Gladwin Counties' 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 is responsible for supervision and training of professional and support staff. Stays informed of employment law and human resources management.
- Stays informed of juvenile and family treatment modalities and implements evidence based programs for the Court. Researches juvenile programs for placement purposes.
- Oversees all aspects of local court programming, including foster home licensing, and ensures compliance with regulatory and statutory requirements.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

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 juvenile and other court services, or a law degree with a minimum of five years' experience working with juvenile court staff or a related human services field. Courtroom and supervisory experience is beneficial.

CERTIFICATIONS, LICENSES (minimum requirements)

The ideal candidate will be a licensed attorney in good standing with the State Bar of Michigan.

Must be willing to comply with the Model Code of Conduct for Michigan Trial Court Employees and to obtain additional certifications that may be required.

Must have a valid Michigan driver's license.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

May be subject to a background check, criminal record check and drug testing.

DISTINGUISHING CHARACTERISTICS

- Must be detail oriented and organized.
- Possess the ability to remain professional and calm in stressful situations, and to evaluate problems, isolate key issues, research and develop alternative solutions considering the cost, anticipated outcome, and staff impact.
- Able to be a self-starter and independent worker while providing and receiving input from other team members.
- Must enjoy working with a wide variety of people from varying backgrounds and the ability to be patient and compassionate in working with members of the public undergoing stressful situations. Must possess a positive and supportive attitude.
- Must be discreet with confidential case information.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

This position is primarily an office position, however home visits in the community are also required when carrying out some investigations. There are also required trainings which will require driving and a commitment to work outside of normal office hours.

This position requires travel between the Clare County Courthouse in Harrison and the Gladwin County Courthouse in Gladwin.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Position requires knowledge of:
 - The principles and practices of public and court administration, the structure and operation of the juvenile justice system, and of the Michigan Juvenile Code.
 - Michigan Estate and Protected Individual's Code and the Michigan Mental Health Code.
 - Michigan Court Rules and the State Court Administrative Office's rules, regulations, and requirements of trial courts, caseload and records management practices and principles, and developments in efficient technological solutions.
 - Child Care Fund and public budget development and control, grant and proposal writing, program finance and budget development and control.
 - Managerial and supervisory principles, and of principles and practices of team building.
 - Laws of confidentiality and ethics as they pertain to juvenile delinquency laws
 - Court security concerns, with the ability to address those concerns safely and immediately
 - Crisis intervention and de-escalation techniques for individuals in crisis.
- Computer literacy and familiarity with word-processing, spreadsheet, database management, and other software applications.
- Excellent oral and written communication skills.

- Ability to interact positively and objectively with adults and children.
- Ability to interact positively and objectively with elected officials, law enforcement officers, employees, state agency staff, and members of the general public.
- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge of Probate Court, Family Division and Drug Court statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Appropriately and effectively represent the Court at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the Court.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to effectively assess and guide both individuals and their families in their area of expertise
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use Court and County resources effectively and efficiently

TO APPLY

Please mail or submit in person your cover letter and resume, including contact information for all references, to Probate Court, 225 W. Main St., Harrison, MI 48625.
Applications must be received by September 20, 2019 at 4:00 pm.