



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts Vision Statement:
We will lead and serve together with integrity, vision, and innovative thought.

POSITION: District Court Administrator – for both East & West locations

DATE: 9/14/2020

DEPARTMENT: District Court

POSTING DEADLINE: 10/2/2020

GRADE RANGE: R34 Court Assoc. – Full Time Position - \$70,748.73 / year

FLSA STATUS: Exempt

PURPOSE: As District Court Administrator, this position handles all administrative and non-judicial functions in the 7th District Court; Oversees staff engaged in non-judicial aspects of processing civil, criminal and traffic cases, including finance and probation services. Directs and monitors personnel issues, case flow management, statistical reports, record retention, court automation and policy/procedure implementation. Performs Magistrate functions as needed including hearings, arraignments, setting pre-trials and must be available after hours and on weekends.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

As Court Administrator:

1. In both District Court locations, supervises and directs magistrate and other court staff; selects new employees; provides instruction and training; plans, coordinates, assigns and reviews work assignments; maintains standards.
2. Prepares payroll; allocates personnel; acts on problems and concerns and evaluates performance.
3. Works closely with the trial court administrator, chief judge and presiding judge to assure that consistent policies and procedures are established and maintained by the court.
4. Continually reviews and analyzes court operations, interrelationships of work units, and the flow of work.
5. Develops goals and objectives, internal policies and procedures, rules and regulations as they relate to District Court matters; implements new statutes, court rules and procedures enacted or promulgated by the Legislature, Michigan Supreme Court, or the State Court Administrative Office.
6. Assists the trial court administrator with the preparation of the annual operating budget.
7. Approves the payment of all bills, payroll and timesheets.
8. Work with Buildings and Ground Director to ensure the facilities provide a safe, clean, and productive environment. In addition to working with other county officials to promote and collaborate the efficient operations of the court.
9. Aggressively seeks out grants and other sources of revenue to enhance and improve court operations while maintaining compliance with local, state and federal guidelines.
10. Coordinates and assures court representation at interagency functions, community activities affecting court operations, and participates in programs of mutual interest.
11. With the approval of the trial court administrator, issues news releases and other publications for the court to the media and the public, responds to media questions and inquiries.
12. Performs other duties as directed by the trial court administrator.

As back-up Magistrate:

1. Conducts informal hearings on civil infractions; conducts arraignments for criminal charges; conducts video arraignments, accepts pleas and sentences defendants as authorized, conducts hearings for small claims.
2. Reviews criminal complaints and makes probable cause determinations for issuing arrest warrants; issues warrants and sets bonds; issues search warrants.
3. Reviews police detentions and sets bonds for people arrested on weekends / holidays.
4. Performs marriage ceremonies.
5. Monitors changes in statutes and educates staff.
6. Other duties as consistent with the Michigan Compiled Laws and State Acts.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess a command of the English language and have the ability to communicate effectively, either with county employees, community groups, the general public, or government officials.
- Must be proficient with Microsoft Office Applications and have demonstrated the ability to learn and apply other software programs.
- Must be able to safeguard personnel matters.
- Must be able to exercise independent judgment, decisiveness, and creativity in areas involving the control and planning of entire or multiple programs.
- Demonstrate the ability to perform mid to upper level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place, and or sequence of operations within an



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organizational framework. Additionally, demonstrated the ability to implement and oversee decisions based on such data.

- Demonstrate the ability to apply principles of logical syntheses functions involving planning and directions of interrelated activities or multiple departments.
- Demonstrate the ability to deal with several concrete and abstract variables in working out approaches to major problems.
- Demonstrate leadership and supervisory abilities such as the ability to manage and direct a large group of employees which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.
- Demonstrate quality customer service and interpersonal communication abilities.
- Requires ability to utilize reference, descriptive, consulting, design and advisory data and information such as detention determinations, complaints and warrants, billing invoices, tickets, payroll documents, annual budget, caseload reports, court policies, local administrative orders, Motor Vehicle Code, Michigan Law/Statutes and Court Rules, Secretary of State Manual, legal briefs, economic analysis and organizational analysis.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed primarily in an office setting. Must be able to lift/carry up to 25 pounds. May involve sitting for long periods of time, operating a personal computer, copier, fax machine, and multi-line telephone.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Bachelor's degree in court administration, public administration, management, business administration or human resource management. Prefer Master's degree or Juris Doctorate from an accredited school of law and a member in good standing with the Michigan Bar Association. Must have three (3) years of progressively responsible experiences in court or legal administration, including at least two (2) years of supervisory experience preferred with an emphasis in District Court procedures or other closely related experience. Will consider any combination of experience and education. Pursuant to MCL 600.8507, must reside in Van Buren County. Must have thorough knowledge of managerial and supervisory principles and practices.

SUPERVISION:

This position reports to the Trial Court Administrator.

OTHER REQUIREMENTS:

Position will require traveling to both District Court locations on a frequent basis. Van Buren County Courts are dynamic and candidates for this position must be able to adapt and thrive in a changing environment. One must be able to work with people who are operating in financially and emotionally stressful situations and must display appropriate decorum and professionalism with both attorneys and with non-lawyer litigants. He/she must comply with the Model Code of Conduct for Trial Court Employees, the Michigan Rules of Professional Conduct and the Michigan Code of Judicial Conduct. Must be able to work afterhours and on weekends as needed. Must be able to work independently and also be a contributing team member in Van Buren Courts.

The individual in this position is an at-will employee and serves at the pleasure of the Chief Judge. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8253
Website: www.vbco.org/humanresources.asp

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