



Mark A. Hackel  
County Executive

# District Court Director

42<sup>nd</sup> District Court - Romeo  
Romeo, Michigan

Salary - \$75,203.74 - \$95,376.53

## **JOB SUMMARY:**

Responsible for all administrative functions of the District Court. Direct staff responsible for the processing of traffic, civil, and criminal cases, providing court security, probation, and fulfilling other non-judicial functions. Responsible for personnel management, fiscal management, case flow management, jury utilization, research and planning, facilities management, and other important administrative functions.

## **QUALIFICATIONS (EDUCATION AND EXPERIENCE):**

### REQUIRED:

Bachelor's Degree from an accredited college or university in Business, Management, Public Administration, Criminal Justice, or a directly related field.

A minimum of five (5) years of progressively more responsible court experience.

### PREFERRED:

Master's Degree from an accredited college or university in Business, Management, Public Administration, Criminal Justice, or a directly related field.

Previous supervisory experience within a union environment.

Previous District Court experience.

## **BENEFITS:**

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan.

## **HOW TO APPLY:**

This job posting closes at 5:00 p.m. on May 10, 2021

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org>

**THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER**