

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

LOUISE ALDERSON
STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN D. SIMMONS



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

JOB POSTING

Position: DOMESTIC VIOLENCE (DV) COURT COORDINATOR – GRANT FUNDED FOR JUDGE CYNTHIA M. WARD
Salary: \$17.42 / HR
Hours: Full-time 40 hours / week
Benefits: Medical insurance and paid holidays

Under the terms of the grant, 54-A District Court is seeking qualified applicants for a full-time, grant-funded DV Court Coordinator, ideally with experience with a specialty court.

QUALIFICATIONS: Bachelor's degree in criminal justice or closely related field, together with one year of experience in the field of criminal justice. Must possess excellent written and oral communication skills. Advanced coursework or related subject matter highly preferred.

EXAMPLES OF DUTIES:

- Oversees all administrative operations of the court
- Coordinates grant financial operations including monitoring of any expenditures against designated allocations, and purchasing of supplies and other court materials
- Develops and maintains policies and procedures
- Maintains and tracks offender progress (incentives and sanctions) through a data tracking system
- Provides resources and referrals to victims and keeps current on availability of victim resources
- Serves as regular point of contact for victims for the court
- Maintains program statistics and performance measures
- Collects data and completes evaluation components that contain relevant information critical to the program's effectiveness to help leverage community resources
- Conducts quality assurance of dedicated docket operations
- Coordinates intervention, treatment and community services in the local community
- Complies with all applicable reporting guidelines
- Maintains or coordinates legal records and court proceedings throughout status review hearings
- Participates in training sessions related to the Domestic Violence Court, including victim services training
- Attends all court proceedings and participates in the team discussions
- Ability to develop and maintain successful relationships with internal and external justice partners
- Ability to work with distressed people under adverse conditions
- Ability to understand and follow oral and written communications
- Other duties as assigned

SHIFT & HOURS OF WORK: Monday through Friday (typical hours 8am-5pm)

PHYSICAL REQUIREMENTS: Walking, standing, carrying, bending, lifting, sitting for considerable periods of time, talking, pushing, finger dexterity, lift up to 40 lbs., and perform repetitive hand/arm movements.

ENVIRONMENTAL CONDITIONS: Office setting; some fluctuation in temperature

SELECTION PROCESS: An interview, questionnaire, writing sample, written and/or typing test may be conducted with all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted, and a signed release required for previous/current employment work records.

To Apply: Submit a 54-A District Court employment application*, resume and cover letter to:

**Susan Knieling, Deputy Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Floor
Lansing, Michigan 48933**

*Applications forms are available on line at www.54adistrictcourt.com. Applications must be downloaded and mailed to the above address, emailed to susan.knieling@lansingmi.gov, or faxed to (517) 483-4478. **Note: *applications received without a resume and cover letter will not be considered.*** If you need a disability related accommodation, please contact the 54-A District Court at (517) 483-4443.

Deadline to Apply: Open until filled.

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, or disability of any individual.
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