

# 41B DISTRICT COURT

## STATE OF MICHIGAN

CHIEF DISTRICT JUDGE  
Sebastian Lucido

DISTRICT JUDGE  
Jacob Michael Femminino, Jr.  
Carrie Lynn Fuca



Clinton Township  
Harrison Township  
Mount Clemens

COURT ADMINISTRATOR/MAGISTRATE  
James A. McGrail

MAGISTRATE/DEPUTY COURT ADMINISTRATOR  
Ryan Zemke

22380 Starks Drive  
Clinton Township, MI 48036  
Phone: (586) 469-9300

### JOB POSTING

**POSITION TITLE: PART TIME OR FULL TIME FINANCE DIRECTOR**

**PAY: Hourly commensurate with experience.**

**STATUS: At Will**

**CLOSING DATE: Open until filled. Fill out the attached Application for Employment and send it with any other documentation you would like considered to the attention of Court Administrator James A. McGrail and email it to [careers@41bcourt-mi.us](mailto:careers@41bcourt-mi.us)**

#### **JOB SUMMARY:**

Under the direction of the court administrator oversees the finances of the Court.

#### **EXAMPLES OF DUTIES**

- ✚ Oversee, review, and adhere to the budgets for the Court
- ✚ Administer various grant funds
- ✚ Assist in Court-wide budgetary planning
- ✚ Ensure that all of the Court's financial practices are in line in statutory regulations and legislation
- ✚ Analyze the financial climate and market trends to assist Court management in creating strategic plans for the future
- ✚ Interpret complex financial information and provide updates and information as needed
- ✚ Monitor cash flow, accounts, and other financial transactions
- ✚ Supervise financial assistants and other employees in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc.
- ✚ Prepare official reports on a monthly and annual basis
- ✚ Seek out methods and practices to minimize financial risk
- ✚ Contract auditing services to ensure financial monitoring is up-to-date

- ✚ Create and maintain relationships with service providers and contractors, including banking institutions and accountants
- ✚ Update and implement financial policies and procedures
- ✚ Assist in providing various Human Resources to the Court

The list of duties above is intended to outline/describe the general nature and level of work being performed by the individual assigned to this classification. It is not an exhaustive list of all job duties performed.

## **EMPLOYMENT QUALIFICATIONS**

Advanced degree in accounting, business, finance, or a related field; several years of experience in finance; excellent mathematical skills; leadership skills; management experience; integrity; honesty; understanding of data privacy standards; exceptional communication skills, both written and verbal; thorough understanding of business principles and practices; superior attention to detail; organisational skills; planning skills; problem-solving skills; research skills; analytical skills; critical thinking skills; computer skills; multi-tasking skills.

**FLSA Status:** Non-exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements:** This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Ability to withstand prolonged periods of sitting.

Ability to withstand prolonged periods if standing.

Exposure to individuals charged or convicted with criminal offenses.

May be exposed to infectious diseases

Ability to access courtrooms, board rooms, and other work locations.

Michigan driver license and automobile for travel.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

41B District Court  
22380 Starks Drive  
Clinton Twp, MI 48036

Application for Employment

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The 41B District Court is an Equal Opportunity Employer which makes employment decisions without regard to race, color, sex, religion, national origin age, handicap or disability.

The 41B District Court also reasonably accommodates individuals with handicaps, disabilities and bona fide religious beliefs.

(PLEASE TYPE OR PRINT) All sections must be completed, or application will not be processed.

Date:

Position applying for:

Would you consider part time employment?

Last Name:

First Name:

Social Sec. No.:

Phone:

Alternate phone:

Name phone listed under:

Present Address Street

City, State, Zip

How long at present address?

Previous Address Street

City, state, Zip

How long at previous address?

Do you have a Michigan Driver's License with a good driving record?

Driver's License Number

Exp Date:

Do you have a car available for use in business?

Do you have any relatives working for Mt Clemens, Harrison Township or Clinton Township?



Previous Employer: Kind of business  
Address:

Phone:  
Starting Date: Starting Title:  
Starting earnings: Starting duties:  
Present Date Present Title:  
Present earnings:  
Present duties:

Last immediate supervisor's name and title:  
What did you like BEST about this job?  
What did you like LEAST about this job?  
Reason for leaving:

Previous Employer: Kind of business  
Address:

Phone:  
Starting Date: Starting Title:  
Starting earnings: Starting duties:  
Present Date Present Title:  
Present earnings:  
Present duties:

Last immediate supervisor's name and title:  
What did you like BEST about this job?  
What did you like LEAST about this job?  
Reason for leaving:

IF MORE THAN THREE PREVIOUS EMPLOYERS, LIST OTHERS HERE

## **Military**

(COMPLETE ONLY IF YOU SERVED IN THE MILITARY)

Branch of Service:                      Date of Service:  
Rank at Discharge:  
Type of Discharge:  
Active duty from                      to                      Branch:  
Nature of duties relevant to the job applied for:

## **Educational History**

### **College**

Name and Location of School:  
Course of Study:  
Number of years completed:  
Did you graduate?  
Degree, diploma, or certificate:

### **High School**

Name and Location of School:  
Number of years completed:  
Did you graduate?  
Degree, diploma, or certificate:

### **Other**

Name and location of school:  
Number of years completed:  
Did you graduate?  
Degree, diploma, or certificate:

Have you ever been convicted of a felony?  
If yes, please give date, name of court, nature of offense and disposition of case:

(A conviction record will not necessarily be a bar to employment)

## References

(NOT EMPLOYERS OR RELATIVES - AT LEAST THREE)

Name: Occupation:  
Address: Phone:

Name: Occupation:  
Address: Phone:

Name: Occupation:  
Address: Phone:

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: Relationship:  
Address: Phone:

## APPLICANT'S ACKNOWLEDGMENT AND RELEASE

I understand that the 41B District Court requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I further understand that pursuant to MCL 423.452, an employer may disclose to an employee or that individual's prospective employer information relating to the individual's job performance that is documented in the individual's personnel file and an employer who discloses the above described information in good faith is immune from civil liability for the disclosure. Therefore, I authorize the 41B District Court to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations.

I agree that the 41B District Court may use the information it obtains concerning me in the conduct of its business. I understand such use may include disclosure outside the 41B District Court in those cases where its agents and contractors need such information to perform their functions, where the 41B District Court's legal interest and/or obligations are involved, or where there is a medical emergency involving me.

I understand that placement is contingent upon a post-offer medical evaluation that I am able to perform the job; and as a part of any medical evaluation, I will be required to pass a drug/alcohol screen.

I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above mentioned investigations will be sufficient grounds for immediate discharge, if I am employed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Any applicant or employee needing accommodation to perform his or her job must notify the 41B District Court in writing within 182 days after the need is known.

I hereby authorize the 41B District Court to conduct an investigation regarding my response to the questions in this Application and my request for employment, including, but not limited to, the use of an investigative consumer reporting agency to report on my credit and personal history.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our City/Township, use the space below to summarize any additional information necessary to describe your full qualifications.

# OPTIONAL

Information on this section will not be made available to those making employment decisions. This information is requested for statistical reporting purposes only. The date will be used to meet the federal government's reporting requirements under Executive Order 11246, which applies to federal contractors, Title VII of the Civil Rights Act of 1964 (as amended) and other regulations.

## RACE/ETHNIC/GENDER IDENTIFICATION

Male  Female

Black (not of Hispanic Origin)   
Asian or Pacific Islander   
American Indian or Alaskan Native   
Hispanic   
White (not of Hispanic Origin)

Position(s) Applied For:

Birth Date:                      Age:

Indicate how you learned of this position(s)

Refusal to fill this out will not affect your application being considered.