

# Berrien County Trial Court Job Description

**TITLE:** Office Supervisor

**CLASS CODE:** 2426

**DEPARTMENT:** Civil and Criminal Divisions

## **GENERAL SUMMARY:**

Under the direction of the Civil/Criminal Division Administrator, supervises the day-to-day operations of the case processing and clerical functions of an office or department of the Civil or Criminal Division of the Trial Court. Performs supervisory and complex clerical duties and responsibilities that require extensive knowledge of departmental practices and procedures. Works closely with the division's Judges to assure adherence to state mandated caseload and case flow guidelines. Exercises independent judgment and makes decisions based on state statutes, Michigan Court Rules and Trial Court policies and procedures as directed. Serves as an at-will employee and may be assigned to work at any court location.

## **TYPICAL DUTIES:**

1. Supervises the office/department's clerical staff; screens applicants, assists with interviews, makes recommendations for new hires; recommends and initiates disciplinary action as appropriate; and evaluates work performance of assigned staff.
2. Trains staff in performance of job duties and when new or changes occur in laws, court rules, policies, procedures, and regulations.
3. Prioritizes and assigns work to staff based on knowledge of departmental functions, deadlines, workload volume, and staff capabilities.
4. Evaluates office procedures and recommends changes in procedures based on changes in laws and Trial Court and state reporting requirements or to increase the efficiency and effectiveness of operations; implements these laws or changes as directed.
5. May serve as liaison between the department and other Trial Court or county offices/departments or outside agencies and organizations; provides information regarding departmental policies and procedures as directed.
6. Handles more complicated contact with the general public, attorneys, police agencies, and other Trial Court or county offices/departments.
7. Performs more complex duties and exercises independent judgment that require thorough knowledge of state laws, Michigan Court Rules, Trial Court policies and procedures, and department rules and regulations.
8. Compiles information and statistics; prepares a variety of activity and statistical reports. Reviews and makes corrections as needed for reports and documents, including state mandated caseload and case flow guidelines reports. Assures that reports submitted to the State Court Administrative Office are accurate and timely.

9. Receives and receipts payments of bonds, fines, costs, fees, and other moneys, including probation supervision fees and restitution payments. Acts as a cashier, balances funds, and performs various bookkeeping duties as assigned.
10. Maintains personnel records such as overtime, vacation and sick leave; reviews and signs staff time sheets to assure accuracy.
11. Responds to internal/external complaints; approving/monitoring work schedules, employee absences and ensures coverage. May be required to work flexible hours as directed.
12. Acts in the capacity of subordinate personnel as needed or assigned due to work volume or staff absences.
13. Supervises filing of records, records retention and destruction as mandated by the state and Trial Court.
14. Operates computers that use a variety of software programs including spreadsheets.
15. Performs additional duties specific to department assigned which may include changes in departmental work and workflow to maintain maximum efficiency, schedule meetings or hearings, type legal documents, design and create templates, forms, reports, etc.
16. Cross-trained with other similar positions within the Trial Court.
17. Completes special projects and assignments as requested.
18. May be assigned to assist in the supervision of volunteers and interns assigned to the Court.

**MINIMUM EDUCATION, EXPERIENCE, SKILL REQUIREMENTS:**

**Education:** Associate's degree in business, office management, liberal arts, or criminal justice.

**Experience:** Minimum of one year of supervisory experience in an office environment. Minimum typing speed of 40 words per minute.

**Desirable Knowledge, Skills and Abilities:**

Knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs.

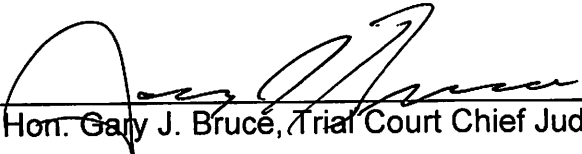
**Special Employment Conditions:**

Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing and background check before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable, and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing per the Court's policy.

**Working Conditions:**

Normal office environment, lifting of up to 25 pounds is expected and some reaching and bending for file manipulation is required. Prolonged sitting and standing are required based on specific job duties and assignments. Exposure to people charged or convicted of criminal offenses.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Approved:   
Hon. Gary J. Bruce, Trial Court Chief Judge

11-28-17  
Date

November 2017  
Status: Non-union  
Grade 7