

POSITION: COURT ADMINISTRATOR

DEPARTMENT: CIRCUIT COURT

REPORTS TO: PRESIDING JUDGE

FLSA STATUS: EXEMPT

GRADE RANGE: 34 Current Pay Range \$63,141.00 to \$85,371.00

**JOB SUMMARY:** Under the general direction of the Chief/Presiding Judge, administers the non-judicial functions of the Circuit Court. Directs the planning, design, development, implementation, administration and improvement of policies, procedures and programs to promote access to justice for all members of the public, maximize the use of judicial and other resources.

**ESSENTIAL JOB FUNCTIONS:** The essential functions of this position include but are limited to the following:

1. Under the general direction of the Chief/Presiding Judge, administers the non-judicial functions of the Trial and Family Divisions of the Circuit Court and the Office of the Friend of the Court. This shall include but not limited to the supervision of all Circuit Court Staff, Drug Treatment Court Director, and Friend of the Court.
2. Manages the Human Resources component for the court interfacing directly with the County Administrator's Office. Prepares and administers employee performance appraisal assessments for selected court staff personnel. In addition, the Incumbent will oversee the disciplinary process used. Also, the Administrator will develop and implement employee training program. The Incumbent will serve as member of the labor negotiating team and will be the representative for Chief Judge.
3. Prepares annual operating budget. In addition, prepares monthly variance reports for all court activity budgets, this will include the Drug Treatment Court, FOC, Family Court, Circuit Court and Due Processing expenditures. Incumbent will ensure the Court's annual operating budget does not develop a financial deficit. Approves the payment of all bills and timesheets.
4. Develops long and short term objectives for all Circuit Court operations through the Court's strategic planning process. Incumbent will review on a quarterly basis with Chief Judge the progress made on the each of the aforementioned objectives.
5. Incumbent will work with Building and Grounds Director to ensure the facilities provide a safe, clean and productive environment.
6. Ensures substantive and procedural compliance with all Michigan Court Rules and State Court Administrator's Office requirements in the daily operations of the Court and the review and report of Court performance.
7. Develops, negotiates and oversees the internal and external contracts of the Court.
8. Aggressively seeks out grants and other sources of revenue to enhance and improve court operations.

9. Works with other County Agencies and Departments on collaborative efforts to create efficiencies and reduce operating expenditures.
10. Represents the Court to the County, State government, local media and the Community.
11. Maintains the Law Library.

**PHYSICAL AND MENTAL ABILITIES TO PERFORM ESSENTIAL JOB FUNCTIONS:**

*Language Ability and Interpersonal Communication*

- A. *Requires 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 organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.*
- B. *Requires 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.*
- C. *Requires the ability to communicate orally and in writing with county officials, county employees, community groups, other governmental officials and the general public.*

*Judgment and Situational Reasoning Ability*

- A. *Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.*
- B. *Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.*

*Physical Requirements*

- A. *Requires the ability to operate a variety of office equipment such as computer keyboard, telephone calculator/adding machine and a photo copier.*
- B. *Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighting five to ten pounds.*

**EDUCATIONAL REQUIREMENTS:**

Minimum of a Bachelor Degree in Business Administration, Public Administration or Criminal Justice from an accredited college or university. Employer would prefer a Master's in Business or Public Administration with an emphasis in management, accounting, and personnel administration.

**PREFERRED EXPERIENCE:**

Minimum of 5 years of supervisory experience in a governmental agency, employer would prefer experience in judicial administration in the State of Michigan. At least 10 years of experience in some type of governmental unit preferred.

**DEADLINE:** March 31, 2014. Immediate consideration may be given to applicants prior to deadline.

**TO APPLY:**

Please visit [http://vbco.org/hr\\_forms.asp](http://vbco.org/hr_forms.asp) (vbco.org/hr\_forms.asp) or mail your submission material to:  
Van Buren County Human Resources  
219 Paw Paw St, Ste 303  
Paw Paw, MI 49079