

**MUSKEGON COUNTY
60TH DISTRICT COURT ADMINISTRATOR**

JOB DESCRIPTION

JOB TITLE: District Court Administrator

REPORTS TO: Chief District Court Judge

SUMMARY:

Under the general direction of the Chief Judge of the 60th District Court, manages the administrative and quasi-judicial functions of the District Court. Responsibilities include personnel management, caseload management, fiscal management, program planning, facilities management and other administrative functions. Responsible for research and planning, jury utilization, personnel, caseload, fiscal, labor relations, and facilities management as well as other administrative matters of the court.

PRINCIPAL JOB DUTIES:

1. Directs activities of staff engaged in performing case processing, probation and magisterial services for the court. The Administrator is responsible for personnel and labor relations functions, staff hiring, orientation, and training, work assignment, work performance evaluation and employee discipline.
2. Establishes priorities, monitors and evaluates the effectiveness and efficiency of court programs. Develops and implements methods to improve services. Investigates, analyzes and resolves problems related to program coordination and operation.
3. Identifies the need for, and, as appropriate, recommends, establishes or directs the development of policies, standards, and work procedures affecting administrative non-judicial areas of the court.
4. Establishes and maintains sound financial controls. Coordinates audits of the court's financial records and controls, reviews audit findings with auditors and the chief or presiding judge, and ensures that audit recommendations are implemented.
5. Prepares budgets for judicial review and approval, presents budgets to funding unit, authorizes and monitors budget expenditures, and works with funding unit, state and federal officials regarding budget and related financial matters.
6. Manages financial transactions: ensures that receivables, expenditures and disbursements are processed as required in accordance with accepted financial controls. Addresses any collection, disbursement and accounting related irregularities.
7. Oversees case processing activities, including the filing of all legal documents, ensures the proper custody, maintenance, storage and disposal of court records.

8. Develops and implements an effective caseload management system to ensure cases are processed in accordance with caseload management guidelines and standards. Coordinates the resolution of caseload management problems with other court staff and judges.
9. Researches and evaluates legislation, court rules and court operations. Develops and implements caseload, case processing, security, and program policies and procedures to ensure court operations are in compliance with applicable statutes and court rules, enhance services to court patrons, and to facilitate effective case processing services.
10. Oversees jury utilization for the District Court: ensures that adequate juror pools are available and effective training is provided to prospective jurors.
11. Compiles court activity statistics and prepares reports containing case load, financial and related information. Analyzes case activity, including trends, and projects future staffing, information system, and facility needs.
12. Directs and participates in projects to study case processing, disbursement, collections and service related matters.

QUALIFICATIONS:

EDUCATION: Knowledge normally acquired through the completion of a Bachelor's degree in public administration, business administration, criminal justice or other closely-related field of study. Post-secondary degree such as law degree or master's degree in court administration, business administration, public administration or a related field is preferred.

EXPERIENCE: Five years of experience in a district court or closely related setting including one year of supervisory experience. Experience in a managerial capacity in a court or related setting and/or experience working with federal, state and local government officials/agencies in connection with policies, procedures, budgets and other management-related issues. Knowledge of court procedures, statutes and court rules is necessary. Alternative qualifications that would meet these requirements will be evaluated on an individual basis.

LOCATION: Muskegon, Michigan

SALARY: \$73,559 - \$93,677.
Excellent fringe benefits.

Submit cover letter and resume to:

Hon. Maria Ladas Hoopes
Chief Judge 60th District Court
Hall of Justice
990 Terrace Street
Muskegon, MI 49442
No later than April 7, 2014