

**Third Judicial Circuit of Michigan
Department of Human Resources**

Classification Code: 0200-016

Date Issued: 02/03/2014

TITLE: DEPUTY COURT ADMINISTRATOR – FRIEND OF THE COURT

SUMMARY:

Organizes, plans and directs the daily operations of staff engaged in carrying out the administrative policies and duties of the Office of the Friend of the Court. Coordinates the activities of the departments within the Family-Domestic Division of the Court to ensure policies and directives are implemented. Ensures that effective, efficient service is provided to litigants and families. Directs the administrative functions of the office including financial management and accounting, research and planning, policy development, case management and processing, and related areas. Serves as legal counsel for the office. Directs all staff involved in investigating domestic relations cases, enforcing court orders, and processing and accounting for support payments. Conducts investigations and makes recommendations to the Court for court orders relative to child custody, parenting time and child support in domestic relations cases. Is responsible for budgeting, public relations and legal and regulatory compliance of the Friend of the Court. Coordinates those activities of internal and external entities which impact the Court's case management functions. Represents the Executive Court Administrator as liaison to non-court entities which participate in or impact the case management functions of the Court. Reports to the Executive Court Administrator.

ESSENTIAL FUNCTIONS:

1. Oversees the management of departments through a large staff of supervisory, professional, and clerical employees responsible for all case processing enforcement functions in all departments of the division.
2. Manages a centralized system for measuring and monitoring the court's performance in processing cases for timeliness, effectiveness, efficiency, accessibility, economical use of resources, and compliance with requirements mandated in statute, court rule, case law, and Supreme Court Orders. Implements standards, processes, and procedures for executing the court's case management functions in the Office of the Friend of the Court.
3. Manages the implementation of goals, objectives, strategies, and plans of action to improve productivity in case processing enforcement. Works with outside agencies to implement systems, programs, and improvements in the court's core functions as required by changes in law, trends in caseload, availability of resources, changes in technology, and identification of needs in the delivery of service to the public.
4. Identifies resources needed to perform the court's case processing functions, including assignment of judges and judicial officers, allocation of courtroom facilities, deployment of court staff and agency partner employees assigned to the court (prosecutor, court clerk, county sheriff), and application of technology.

5. Manages the implementation of processes and procedures to control the progress of cases in the Office of the Friend of the Court based on effective caseload management to ensure timely disposition of all cases. Monitors the court's performance and modification of the caseload management system as necessary. Identifies and implements best practices and technological advances for enhancing case management.
6. Manages the provision of training in caseload management and systemic requirements for judges, judicial officers, court staff, courtroom clerks, clerk's office case processing staff, prosecutors, litigators, court officers, law enforcement officers, probation officers, social services providers, etc.
7. Manages a docket control system for assigning cases, scheduling proceedings, monitoring courtroom activity, and transferring cases. Oversees the monitoring of individual and divisional dockets to ensure appropriate scheduling, reduction in adjournments, high clearance rates, and full utilization of the bench and courtroom staff. Monitors the maintenance of accurate official court case records.
8. Manages and oversees the creation of reports, mechanisms, and procedures for monitoring the court's caseload to detect backlogs and delays, to identify systemic and individual docket problems, to recommend corrective action, and to enforce the court's internal case management policies and procedures.
9. Manages the integration and coordination of functions ancillary to caseload management and Friend of the Court activities.
10. Monitors and coordinates functions performed by the Clerk of the Court in the areas of case initiation, record keeping, case file management, and courtroom services to ensure compliance with statute and court rule requirements, court policies and procedures, and the principles of case management and records management.
11. Oversees the management of the court's records, including physical and electronic files under the control of the Clerk of the Court and the court's information technology department. Monitors the production and preservation of records; reliability of the file control system; adequacy of storage and preservation of physical and electronic records; accuracy, consistency, and utility of the case docket system; integrity of case files; reliability of document processing and reporting; destruction of court records; and the protection of non-public records.
12. Coordinates information technology requests from caseload related departments and provides recommendations regarding information technology development priorities.
13. Coordinates with appropriate entities to implement systems and policies for

monitoring and enforcing compliance with court orders requiring the timely payment of fines, costs, attorney fees, restitution, and child support (through MiCSES), including the timely scheduling of appropriate post-judgment proceedings.

QUALIFICATIONS:

1. Juris Doctor Degree.
2. Ten (10) or more years of experience in domestic relations law.
3. A minimum of Seven (7) years of progressively more responsible management experience including three years as a court manager applying comprehensive management skills across a spectrum of activities.
4. Excellent verbal, written and interpersonal communication skills; public speaking and meeting management skills.
5. Ability to communicate and work with all stakeholders.
6. Demonstrated leadership and managerial skills.
7. Ability to simultaneously coordinate multiple projects and complex tasks while meeting deadlines.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

1. Licensed to practice law in the State of Michigan.
2. Must possess (at time of application) and maintain a valid Michigan driver's license and no fault auto insurance.
3. Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

02-3-2014 updated for content