

PLEASE POST

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**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES**

**OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Deputy Court Administrator-Friend of the Court
SALARY: \$86,045.00-\$118,738.00
DATE POSTED: February 3, 2014 Until Filled

The Third Judicial Circuit Court of Michigan (Wayne County) is currently seeking qualified applicants for the position of Deputy Court Administrator-Friend of the Court. This is an executive management-level position, reporting to the Executive Court Administrator. The employee in this title will manage the Third Judicial Circuit Court of Michigan's Friend of the Court.

ESSENTIAL FUNCTIONS

Responsibilities may include, but are not limited to:

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.
3. Manages the implementation of goals, objectives, strategies, and plans of action to improve productivity in case processing enforcement.
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.
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.
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. Coordinates information technology requests from caseload related departments and provides recommendations regarding information technology development priorities

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED
JOB DESCRIPTION.**

ELIGIBILITY: This position is open to anyone who meets the minimum qualifications listed below.

MINIMUM QUALIFICATIONS:

- Juris Doctor Degree.
- Ten (10) or more years of experience in domestic relations law.
- 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.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED. Incomplete or illegible applications will not be considered.**

SELECTION: Applicants will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria.

APPLICATION PROCEDURE AND DEADLINE: Applications must be received **no later than 4:30 p.m. on the last day of this announcement.**

APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

An official copy of all transcripts/diplomas must be available at time of interview. **Resumes may be attached to the application form, but may not be substituted for it.** Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

*** AN EQUAL OPPORTUNITY EMPLOYER ***