

STATE OF MICHIGAN



District Court - 52nd Judicial District

1ST DIVISION

48150 Grand River Ave.
Novi, MI 48374-1222

HONORABLE BRIAN W. MacKENZIE
HONORABLE DENNIS N. POWERS
HONORABLE ROBERT BONDY
DISTRICT JUDGES

(248)305-6460 Criminal
(248)305-6511 Traffic
(248)305-6080 Civil
(248)305-6144 Probation

Joyce A. Renfrow
COURT ADMINISTRATOR

JOB ANNOUNCEMENT

DISTRICT COURT ADMINISTRATOR 52ND DISTRICT COURT, DIVISION 1

\$67,088-\$87,288

Full Time/Benefits

Reports to: District Court Judges

GENERAL SUMMARY:

Under limited supervision, is responsible for the administrative and non-judicial functions of one division of the 52nd District Court involving the management of case processing, personnel, budget, juries, facilities, security and other non-judicial functions. Directs the processing of traffic, civil, criminal and probation case flow. Reviews and implements new court rules, statutes, administrative orders and laws affecting case processing, technical and personnel matters.

QUALIFICATIONS:

Preferred

Possess a Bachelor's degree from an accredited college or university: AND a postgraduate degree in Public Administration, Business Administration or related field or Juris Doctor degree.

Desirable

Possess a Bachelor's degree or equivalent from an accredited college or university with a major in Criminal Justice, Public Administration or closely related field. Have at least seven years of increasingly responsible full-time work experience in a court setting, including at least three years of administrative responsibility.

Please email resume to:

Janet L. Rehm (rehmj@oakgov.com)

Closing: Friday, March 7, 2014 at 4:00 p.m.
