



54-A DISTRICT COURT

JOB POSTING

Position: **TRAFFIC/CRIMINAL DEPARTMENT MANAGER**

Salary Range: **\$42,681 - \$58,810**

General Summary

Under the general supervision of the court administrator and/or deputy court administrator, performs a variety of tasks to manage functions in the traffic, criminal and collection department. Supervisory responsibilities include staff selection, training, evaluation, assignment of duties, discipline, determining priorities, and ensuring the efficient and effective operations of the departments. As a member of the management team, works with court administration on personnel matters, budget, purchasing, programming, resource allocation and other departmental and court-wide issues.

Essential Functions

1. Supervises criminal, traffic and collections employees engaged in the processing of district court matters, assigning work, scheduling, training, staff development and discipline; manages daily operations of the department..
2. Participates in the selection and training process for new hires, promotions and transfers.
3. Conducts employee performance evaluations, monitors and addresses performance issues of subordinate staff; investigates employee misconduct and participates in disciplinary process and grievance procedures.
4. Prepares written reports and compiles data as required. Compiles / supervises the compilation of daily, monthly, quarterly, bi-annual and annual statistics required by the State Court Administrative Office and Court Administrator.
5. Serves as liaison between local law enforcement agencies, Ingham County Prosecutor's Office, Lansing City Attorney and 30th Circuit Court concerning court related matters.
6. Coordinates and supervises LEIN and S.O.S compliance, training, testing, reporting and audits, acts as primary or secondary L.E.I.N. TAC officer..
7. Provides assistance and direction on court matters to judges, attorneys, law enforcement officers and members of the public. Provides non-legal information and services to attorneys, police, bail bond agents, and the public regarding the processing of cases.
8. Assists in various special projects including collection of accounts receivable and record retention and disposal.

9. Plans, implements and supervises changes in operations due to changes in technology, including programming updates, software, and equipment.
10. Works with City of Lansing departments on intra-departmental matters, including technological improvements, new programming, purchasing and issues related to City ordinances.
11. Administers, manages, and provides training on various computer applications and programs, including JIS and related DMC software; IYETECH, electronic ticketing and online payment applications.

Other Functions

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's Degree or equivalent with classes in legal studies, public administration, data processing, technology, criminal justice, accounting, office management or related area.

Experience: Four years experience in a district court, with at least one year of recent experience in a criminal and/or traffic department. Previous supervisory experience preferred.

Other Requirements:

- A. Knowledge of the terminology, operation, policies and procedures of district court, Michigan statutes and court rules.
- B. Knowledge of state laws, statutes and City ordinances as they relate to the function of the district court.
- C. Knowledge of data processing procedures as they relate to the function of the district court.
- D. Ability to supervise employees, assign and schedule work, and administer discipline fairly.
- E. Ability to communicate effectively both orally and in writing.
- F. Ability to professionally and effectively handle stressful situations.
- G. Ability to work with people of all social strata both as to supervisory tasks and as to the general public.
- H. Ability to gather data and make accurate mathematical calculations and tabulations.
- I. Ability to establish and maintain effective relationships with fellow workers, outside agency personnel, and the general public.
- J. Ability to exercise mature judgment and initiative in analyzing problems and recommending solutions.
- K. Working knowledge of JIS, LEIN, SOS, Word, Outlook and related office software programs.
- L. Working knowledge of office practices and procedures, and of business English.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: This job requires the ability to perform the essential functions contained in this description, including walking, standing, carrying, bending, lifting, talking, seeing, hearing, typing and other activities requiring manual dexterity. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements

To Apply: Submit a 54-A District Court employment application, resume including references, proof of college degree or transcripts and letter of interest to:

Anethia Brewer, Court Administrator
54-A District Court
124 W. Michigan Ave, 6th Floor
Lansing, Michigan 48933

Applications are available at www.lansingcourt.com. Applications must be downloaded and mailed to the above address, emailed to mkelly@lansingmi.gov, or faxed to (517) 483-4478. If you need a disability related accommodation, or have questions about the application or selection process, please email Mary Kelly, above.

Deadline to Apply: Friday, March 28, 2014,

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, marital status, or membership in any other recognized protected class.