

OAKLAND COUNTY MICHIGAN

Position: DISTRICT COURT ADMINISTRATOR  
Department: 52<sup>nd</sup> District Court 2<sup>nd</sup> Division Clarkston, Michigan  
Reports To: Chief District Court Judge  
FLSA Status: Exempt  
Salary Range \$74,775 - \$97,289

GENERAL SUMMARY

Under general direction, is responsible for the administrative and non-judicial functions of one division of the 52<sup>nd</sup> District Court involving the management of case processing, personnel, budget, juries, facility security, and other non-judicial functions. Directs the processing of traffic, civil, criminal, and probation case flow. Reviews court rules, statutes, and administrative orders pertaining to court operation. Responsible for the development and implementation of procedural changes in the administrative division of the court. Utilizes current Countywide and/or department specific software to complete assignments.

SUPERVISION EXERCISED

Working through one or more subordinate supervisors, plans, directs, makes staffing decisions and exercises authority over a group of court professional and clerical employees.

ESSENTIAL JOB FUNCTIONS

Establishes effective management policies, procedures, and program review techniques to ensure the effective administration of one division of the 52<sup>nd</sup> District Court.

Advises and often provides direction to judges on matters regarding new laws or court rules, the court calendar, case flow management, adjournment policies, and general scheduling of court cases. Recommends corrective action as appropriate.

Directs the summoning of jurors, making determinations as to the excuse policy and schedules jury cases to ensure efficient use of jurors. Oversees the maintenance of records of jury service and payment of juror fees.

Reviews and interprets federal, state, and local legislation to ensure court operational compliance. As needed, confers with the State Court Administrative Office and Michigan Department of State regarding interpretation and implementation issues.

Responsible for fiscal management, personnel, security, space, and/or equipment needs for the court.

Develops, prepares, and submits a tri-annual budget to the funding unit. Monitors budget implementation, evaluates revenue trends and all expenditures. Ensures adherence with general governmental accounting practices. Analyzes and prepares all fiscal reports for the court as requested by the funding unit or State Court Administrative Office.

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Ensures the collection and appropriate disbursement of revenue to the State, Local Municipalities, and the funding unit. Assesses collection programs and implements modification as necessary.

Confers with the Chief Judge regarding requests being submitted to the Board of Commissioners and other legislative bodies. Presents the requests to the legislative body.

Directs the clerical processing of all District Court cases, and maintenance of court records with adherence to record retention/disposal schedule pursuant to the State Court Administrative Office guidelines.

Accountable for the initiation and utilization of professional service contracts used by the court, and maintains communication pertaining to the contracts with the Oakland County Fiscal Services Purchasing Department.

Responsible for caseload and financial audits conducted by the County, State, or Federal authorities.

Develops and implements security procedures, ensuring same are followed for entire facility. Consults with the Oakland County Sheriff's Department and Building Safety. Responds to emergency facility situations beyond regular business hours.

Prepares and provides information as necessary for the media and the public regarding court related issues. Develops internal guidelines regarding court and media relations.

Analyzes the court's data processing needs and discusses requirements with Oakland County Information Technology representatives to determine appropriate changes. Coordinates the implementation of new applications or modification to the existing systems to improve court efficiency and comply with changes in legislation. Rectifies processing problems,

Prepares and submits a variety of reports and other documents related to court operations for Oakland County, the State Court Administrative Office, and Michigan Department of State.

Responsible for handling the more difficult and complex complaints or questions concerning court activities.

Coordinates all judicial reassignment requests through the Chief Judge and the State Court Administrative Office due to the judicial absence or disqualification.

Utilizes current Countywide and/or department specific software to complete assignments.

### **ADDITIONAL DUTIES & RESPONSIBILITIES**

Promotes and may participate in community or education activities and professional organizations as a representative of the court.

As needed, may participate in the selection of equipment needs and monitors the design of court facility space ensuring compliance with State and Federal mandates.

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### ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS

Ability to communicate to accurately convey information.

### WORKING CONDITIONS

Work is performed in a typical office and/or court environment.

May encounter situations where people could become confrontational.

**IMPORTANT NOTE:** The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the Chief Judge.

### EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS & ABILITIES

Under the Merit System Resolution, Section II, adopted November 8, 1966, employees in this class are excluded from the Merit System for the purpose of the manner of selection, appointment, removal from office or limitation or political activity.

Employees in this class are required to:

1. Pass the complete examination, including the employment medical, established for this classification.
2. Successfully complete a six-month advisory period.

**NOTE:** The Desirable Qualifications for this classification, when provided to the Human Resources Department will be stated on a separate page. These Desirable Qualifications may be subject to revision by the Chief District Court Judge.

*Note: Job performance, knowledge, ability and/or previous experience may substitute for Desirable Qualifications. The Chief District Court Judge has the right to waive the desirable qualifications.*

#### **A. DESIRABLE MINIMUM QUALIFICATIONS**

1. a. 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; **OR**
  - b. 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.

**NOTE:** Any combination of related college coursework and experience as a Court Operations Manager or equivalent may substitute the Bachelor's degree as described in #1 above on a year-for-year basis.

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2. Have had at least seven (7) years of increasingly responsible full-time work experience in a court setting including at least three (3) years of administrative responsibility.
3. Have a Certificate from the Institute for Court Management.

**B. ADDITIONAL DESIRABLE QUALIFICATIONS**

1. Considerable knowledge of federal, state, and local regulations relative to the operations of a district court.
2. Considerable knowledge of the policies and practices of the district court.
3. Considerable knowledge of court programs.
4. Considerable ability to prepare and present oral and written reports to officials, administrators, and other interested groups or individuals.
5. Considerable ability to read and interpret regulations, as well as assess their impact in the court operation.
6. Considerable ability to make decisions, including those of emergency nature, in accordance with federal, state, and local policies and procedures.
7. Considerable ability to establish and maintain effective working relationships with Court officials, County administrators, representatives from outside agencies and employees.
8. Considerable ability to exercise mature judgement and initiative in analyzing problems and recommending solutions.
9. Considerable ability to apply the principles of personnel administration.
10. Considerable experience or knowledge of the Judicial Information Case Management System (JIS), Microsoft Office programs, and Internet applications.

**Filing Deadline: Friday May 25, 2018**

Resumes may be e-mailed to Sharon Rupe, Court Administrator:  
[rupes@oakgov.com](mailto:rupes@oakgov.com)