

▶ Jennifer M. Phillips

Professional Summary

Professional Court Administrator with over sixteen years experience in progressively responsible court management positions. Strong oral and written communication skills, in addition to effective interpersonal and human resource management skills. Exceptional ability to foster and maintain positive interdepartmental relationships on behalf of the court. Strong technical competency and project management skills. Extensive academic credentials including Fellowship with the National Center for State Courts and Master of Public Administration. Leadership among colleagues as former President and Vice President of the Southeast Michigan District Court Administrators' Association. Adjunct Lecturer Oakland University.

Education

Court Executive Development Program Fellowship, NCSC (2006)

Master of Public Administration, Oakland University (magna cum laude 2001)

Bachelor of Arts in Psychology, Oakland University (summa cum laude 1997)

Legal Assistant Certificate, Oakland University (1995)

Relevant Coursework: Public Budgeting, Policy Evaluation, Human Resource Management, Statistics, Accounting, Economics, Behavioral Psychology, Legal Research & Writing, Litigation, Employment Law, Database Design, Caseflow Management, Court Performance Standards.

Experience

Court Administrator (June 2010 – present)

16th Circuit, Macomb County Probate and 42nd District Courts (Mount Clemens, MI)

- ▶ **Human Resources:** Oversee all personnel activities for 319 employees in the Macomb County Circuit Court, Probate Court, Juvenile Court, Friend of the Court and 42nd District Court. Recently restructured management team and multiple positions court-wide resulting in increased efficiency and cost savings.
- ▶ **Budget:** Responsible for preparation, negotiations with Executive's Office and presentation to County Board for overall annual \$40 million budget.
- ▶ **Technology:** Implement Court technology initiatives in conjunction with Court and County Information Services Departments and vendors.
- ▶ **Caseflow:** Continuous evaluation and revision of Court's caseflow policies and procedures to ensure efficient case processing in compliance with state guidelines and performance measures.
- ▶ **Facilities Management:** Responsible for court facility and space management needs. Currently working on courthouse renovations to add courtrooms and relocate Juvenile Court, Probate Court and Friend of the Court to consolidated downtown location.

- ▶ Specialty Courts: Oversight of specialty courts including implementation of first Business Court in Michigan, county-wide Macomb County Veterans' Treatment Court and recently launched Mental Health Court, in addition to existing Adult and Juvenile Drug Courts.
- ▶ Interdepartmental Relations: Liaison on behalf of Court to all external agencies including Macomb County Board of Commissioners, Office of the County Executive, State Court Administrator's Office, Macomb Bar Association and Macomb County Clerk's Office.
- ▶ Public Relations: Responsible for media relations with the Court. Duties include drafting press releases, social media updates, responding to media requests and community education programs. Coordinated county-wide "Justices on the Road" program at the Macomb Center for the Performing Arts with the Michigan Supreme Court.

District Court Administrator (2003 - 2010)

51st District Court (Waterford, MI)

Deputy District Court Administrator (1999 - 2003)

52-3 District Court (Rochester Hills, MI)

Clerk to the Honorable Julie A. Nicholson (1997 - 1999)

52-3 District Court (Rochester Hills, MI)

Litigation Paralegal (1995 - 1997)

Potter, Carniak, Anderson & DeAgostino (Auburn Hills, MI)

Paralegal & Database Manager (1994 - 1995)

Young & Associates (Southfield, MI)

Office Manager (1990 - 1994)

Quality Scan, Inc. (Rochester, MI)

Memberships

- ▶ National Association for Court Managers
- ▶ Michigan Court Administration Association
- ▶ Southeast Michigan District Court Administrators Association (former President)
- ▶ Former Board Member Michigan Association of Drug Court Professionals

Articles & Papers

- ▶ *Continuous Feedback: An Analysis of Performance Evaluation and Employee Feedback Systems in a Trial Court Environment* (NCSC Fellowship Paper 2006)
- ▶ *Technological Advancements in the Courts, Meeting the Needs of the Court and Legal Community* (Coauthor with Steven Capps, Michigan Bar Journal November 2012)
- ▶ *Macomb County Circuit Court Goes Google - You Can, Too!* (SCAO Connections Spring 2011)
- ▶ *Macomb County Launches State's First Business Docket* (SCAO Connections Spring 2012)
- ▶ *Fire in the Old County Building* (SCAO Connections Summer 2013)
- ▶ Circuit Court Corner Monthly article for Macomb County Bar Briefs
- ▶ Court Annual Report

Teaching & Presenting

- ▶ Part-time Lecturer Oakland University (Course: Advanced Court Administration)
- ▶ *Storing Data in the Cloud*, Co Presenter MJI Chief Judge/Court Admin Technology Tune-Up Seminar (October 2014)
- ▶ *Circuit Court*, Co Presenter MJI New Chief Judge/Court Admin Seminar (December 2013)