

**INGHAM COUNTY  
JOB DESCRIPTION**

**DISTRICT COURT ADMINISTRATOR**

**General Summary:**

The District Court Administrator has responsibility for District Court policy research and development, production of reports and statistical analysis, developing long and short range plans, systemizing the court case flow and budget preparation and monitoring. The Administrator serves as external and internal liaison to and for the court and has responsibility for the supervision of court personnel in Civil, Traffic, Criminal and Probation. He/she coordinates and acts as liaison for the court in all policy. The Administrator provides input on behalf of the Court in collective bargaining negotiation and implementation. The Court Administrator serves in a managerial capacity in relation to court-appointed attorneys, jurors, automation and records management matters, and is under the general direction of the Chief Judge.

**Essential Functions:**

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and caseload management, develops long and short range plans, and prepares annual report for the funding unit.
2. Being cognizant of the Court's financial needs, prepares and monitors the annual budget, gaining approval for fund expenditures, approving vouchers, and overseeing the maintenance of financial records. Administers annual and monthly budget updates. Assess and devise necessary report forms including the analysis and reporting of statistical information utilizing various computer programs.
3. Serves as external and internal liaison to and for the court making regular contacts with, and presentation to: county offices, legislative bodies, court agencies, criminal justice agencies, media, bar association groups, and the general public.
4. Supervises court personnel including Probation Department. Responsible for recruitment, interviewing, hiring, orientation, training, disciplining, and performance review. Responsible for grievance procedures and may be involved in contract negotiations.
5. Prepares and revises job descriptions, reviews classification standards, maintains personnel records and leave approval.
6. Keeps abreast of Federal and State laws, County policies and collective bargaining agreements applicable to hiring, performance evaluation and discipline.
7. Performs a variety of managerial functions in relation to court appointed attorneys, jurors, automation and records management matters.
8. Represents the Court in collective bargaining negotiations with unions and implements the resultant agreement. Coordinates with other county employees, department heads, and outside agency representatives as needed.

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9. Responsible for building maintenance, office equipment maintenance/selection, and resource management. Makes recommendations to improve and maintain the court facility.
10. Performs any and all other duties as directed and/or delegated by the Chief Judge and District Court Bench.
11. Oversees and administers the court's automation program. Typical duties include: training personnel; writing and analyzing reports; working with staff to design forms, improve screens, and to understand court procedures and processing; troubleshooting CPU and printers; contacting and resolving problems with software vendor.
1. Develops internal policies and procedures regarding fiscal management, new employee orientation, translators, process servers, court/building security, and safety. Investigates complaints involving court appointed process servers.
2. Serves as liaison for the court with the MIS Department. Submits work orders for network and hardware problems. Determines the automation needs of court staff and assists in the ordering of new computer equipment.
3. Maintains a knowledge of MI Court Rules and MI laws as applicable to court administration (records management, filings, fiscal control).

**Other Functions:**

4. None Listed.

**Employment Qualifications:**

**Education:** Must have a Bachelor's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration or a Master's Degree in Public Administration highly desired.

**Experience:** Five years continuous and progressively more responsible and related work experience required.

**Other Requirements:**

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. These include, but are not limited to, the following requirements.

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Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, this employee will be required to perform duties and functions of the job that are primarily administrative in scope. These functions will require the mental capacity to handle technical decision making, negotiations and policy development and implementation. Typical duties involve regular standing, sitting and frequent travel to other agencies. May be required to lift, push and pull up to 25 lbs. on a daily basis. Must be capable of utilizing a standard telephone and communicate with the general public. Must be able to function within a computerized and windows environment including familiarity with the court's software.

**Working Conditions:**

Works in office conditions.



November, 1999