

**INGHAM COUNTY
JOB DESCRIPTION**

CIRCUIT COURT ADMINISTRATOR

General Summary:

Under the general direction of the Chief Circuit Judge, the Circuit Court Administrator has responsibility for oversight of the administrative aspects of the Circuit Court for the following divisions: General Trial, Family (Juvenile and Friend of the Court / FOC), Circuit Court Clerk, Pretrial Services, Adult Probation, PPO Coordinator, Security. These responsibilities include but are not limited to preparation, presentation, implementation and monitoring of the General Trial Division and Adult Probation budget as well as providing consultation to the Juvenile, FOC and PPO Coordinator administrators with regard to those budgets; short and long range planning leading to policy development and implementation for the Circuit Court, ensuring consistency among the General Trial, Juvenile and FOC divisions as well as liaison to Adult Probation and PPO Coordination; oversight of the hiring, training and supervising of the clerical, professional and managerial staff of the three divisions; maintaining knowledge in all areas of the law encompassing the broad range of jurisdiction within the Circuit Court. The Administrator participates in collective bargaining negotiation and implementation. The Court Administrator is liaison to Court appointed counsel, jurors, CADA, Board of Commissioners, general public, CCAB, Sheriff's Office, as appropriate. Acts as coordinator of automation and records management matters. The Administrator is also responsible for the physical needs of the court including long term record retention and the new facilities.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Performs policy research and development, produces statistics, analyses, and reports on court operations, and case flow management, develops long and short range plans, prepares and monitors annual budget as well as providing consultation to the Juvenile, FOC and PPO administrators with regard to those budgets.
2. 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, State Offices, and the general public.
3. Supervises court personnel (Court Clerk's Office, Pretrial Services and security), and participates in recruitment, hiring, training, and staff assignments.
4. Coordinates and serves as liaison for the court in policy and administrative matters to Friend of the Court, Adult Probation, Juvenile Court and PPO Coordinators.
5. Performs a variety of managerial functions in relation to court appointed attorneys, jurors, Juvenile Court, Friend of the Court, automation and records management matters.
6. Represents the Court as "Employer" in collective bargaining negotiations with unions and implements the resultant agreement.

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7. Performs trouble-shooting and problem resolution functions as required.
8. Responsible for the physical needs of the court including long-term record retention and new facilities.
9. Performs other duties as directed and/or delegated by the Chief Judge and Circuit Court Bench.

Other Functions:

10. None listed.

Employment Qualifications:

Education: Bachelor's Degree in Administration or related field, Law degree or related graduate degree. Court Administration or Law degree preferred and desired.

Experience: Seven years of experience in the Criminal Justice system with at least three years of training and experience in a court or closely related setting.

Other Requirements:

With or without accommodations is required to do considerable reading and speaking. Position requires frequent verbal interaction with others, both on telephone and personally to individuals and groups of people. Capabilities of operating a standard telephone system, dictation equipment and word processor are required.

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

Working Conditions:

Works in office conditions.

September, 1999