

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY CIRCUIT COURT ADMINISTRATOR/GENERAL TRIAL  
DIVISION/GENERAL COURT OPERATIONS**

**General Summary:**

Under the general supervision of the Circuit Court Administrator, has the responsibility for the daily oversight of the following Circuit Court operations: coordination of all Circuit Court budget and accounting functions, budgeting/accounting for the General Trial Division, management of Pre-Trial Services, medication, case assignment, and jury services, attorney assignments, collections, and administrative support. Also assists the Circuit Court Administrator with management and oversight of the integrated case management system, human resources, and collective bargaining.

**Essential Functions:**

1. At the direction of the Court Administrator, initiates, implements and follows through with projects designed to improve the effective operation of the court.
2. Acts as liaison for the Court Administrator and/or Chief Judge on matters of policy, operational status, office needs, etc., with Court professional staff, Family Division, Probation, local courts, other governmental units, the local Bar Association, the public, law enforcement agencies, defense attorneys and the Court's funding unit. Explains the Court's interpretation of the Court Rules and statutory provisions which is the basis for court policies and procedures.
3. Oversees all operational aspects of the Clerk and Pretrial Services Offices including staff supervision, public relations, program development, and interagency communications.
4. Is responsible for preparing the budget for the General Trial Division and for the daily operations of that division. Prepares caseflow management reports for the General Trial Division judges.
5. Coordinates all accounting, budgeting, cashiering, and financial services for the entire Circuit Court. Presents the court's budget to County Financial Services and may be required to assist the Circuit Court Administrator in presentation to the Board of Commissioners.
6. Managers all Circuit Court jury services, including the supervision of jury staff, analysis and monitoring of juror utilization statistics, and all other juror related programs.
7. Assists all court division in the development and preparation of all management reports, including caseflow management, program cost effectiveness, and program utilization. Reviews and verifies the quarterly judicial activity reports prepared by the Chief Deputy Clerk.
8. Manages the court's mediation program and supervises the Mediation Clerk.
9. Assists the Circuit Court Administrator in all human resource matters including collective bargaining, staff training and development, disciplinary matters, and interviewing and hiring new employees.

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10. Manages the court appointed counsel application and reimbursement collection process for court appointed counsel costs. Responsible for supervising staff making appointments and doing collections.
11. Manages all case assignment functions for the Circuit Court, including the supervision of all employees doing scheduling. Monitors the court's compliance with time guidelines established in Michigan Supreme Court Administrative Order 1991-4.
12. Assists the Circuit court Administrator in managing all automated court management systems, including integrated case management, office applications, and voice activated video systems.
13. May perform other duties as assigned by the Court Administrator, Chief Judge or other Judges.

**Other Functions:**

1. None listed.

*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 employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Bachelor's degree in, Criminal Justice, Public Administration, Judicial Administration or related field. A Master's Degree is preferred.

**Experience:** Three to five years of related and progressively more responsible management work experience in a court setting. Experience with many various types of computerization and program operations desired and most helpful.

**Other Requirements:**

Excellent public relations and public presentation/speaking abilities required. Knowledge of labor relations and union interactions desired. Capabilities of operating a standard telephone system, dictation equipment, and word processor are required. Ability to operate desk top computer required. Work requires a valid Michigan Driver's License and the frequent use of automobile for travel throughout the country and state.

*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*

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*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):*

With or without accommodations, this employee is required to do considerable reading and public speaking. Position requires frequent verbal interaction with others, both on telephone and personally to individuals and groups of people.

**Working Conditions:**

Works in office conditions.



May, 2000