

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CIRCUIT COURT ADMINISTRATOR FAMILY DIVISION/FOC

General Summary:

The Deputy Circuit Court Administrator for the Family Division/FOC is responsible for managing and coordinating the non-judicial functions of the Family Division of the Circuit Court. Responsibilities include preparation, presentation, implementation and monitoring the Family Division's budget; short and long range planning leading to policy development and implementation; hiring; training, and supervising the clerical, professional and managerial staff; updating Court procedures as changes in law occur; serving as liaison to the Board of Commissioners and federal, state and local agencies. The Deputy Circuit Court Administrator for the Family Division/FOC is under the supervision of the Circuit Court Administrator.

Essential Functions:

1. Performs the full range of personnel functions including interviewing, hiring, supervision, discipline, staff training and development.
2. Oversees budget preparation and coordinates with the Court Administrator, presentation, implementation and oversight of Federal, State and County funds and State Child Care funds. Authorizes and signs vouchers submitted to the Court. Supervises and directs operation of complex computer programs.
3. Serves as liaison to county officials, local bar association, state and federal agencies, legislators, community agencies, news media, schools and colleges, and other agencies and organizations as directed by the Circuit Court Administrator. Explains court and division functions and programs, discusses legislation, explains court policies and procedures, addresses complaints and service issues, and coordinates services and programs.
4. Plans, develops and implements overall Family division policy and procedures. Designs, develops and oversees the implementation of Court programs.
5. Directs, monitors and evaluates program effectiveness of all divisions of the Family Division, including the Youth Center. Conducts general and supervisory staff meetings to discuss problems and ensure each division is operating efficiently and updates staff on new policies and procedures.
6. Supervises the quality and quantity of casework services administered to family who

are under Court jurisdiction. This includes overseeing the work of Court staff as well as services provided by the state and private agencies.

7. In coordination with the Deputy Court Administrator for General Court Operations, directs continuing human resources functions such as payroll preparation, maintenance of records, and adherence to contractual agreements between employees and the County.

8. Investigates and resolves problems and complaints that are referred by Judges, staff, clients, Commissioners, other County departments or the general public. Coordinates community services and resources to enlist their aid to ensure cooperation in providing services for families that come within the Court jurisdiction.

9. Meets regularly with judges and/or court staff to discuss and resolve operational problems and issues, discuss and explain policies and procedures, recommend corrective action and present proposed policies and procedures.

10. Researches and evaluates legislation, court rules and court operations. Develops and implements caseload, case processing, security, and youth/family program policies and procedures to ensure that court operations are in compliance with applicable statutes and court rules.

11. Researches potential grants to enhance services and program for youth, families and others served by the court. Oversees and participates in the preparation of grant applications and management of approved grants.

12. Compiles court activity statistics and prepares reports continuing caseload, financial and related information. Analyzes case activity, including trends, and projects future staffing, information systems and facilities needed..

13. Fulfills all statutory functions mandated for the Office of Friend of the Court.

14. Responsible to keep the Chief Judge and the Circuit Court Administrator advised of budgetary, program, and/or security needs.

15. Performs related duties as assigned by the Circuit Court Administrator, Presiding Family Division Judge, Chief Circuit 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 employees may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in Social Work, Public Administration, Business Administration, or other closely related fields of study. A Masters in Public Administration, Court Administration, or Business Administration is preferred.

Experience: Ten years of progressively more responsible administrative experience, including previous supervisory experience, preferably in a court setting.

Other requirements: Excellent public relations and public presentation/speaking abilities required. Knowledge of labor relations and union interactions desired. Must be knowledgeable about all areas of law encompassing the broad range of jurisdiction of the Family Division.

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):

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 equipments and word processor are required.

Working Conditions:

Works in office conditions and the courtroom.

Exposure to youth with various emotional problems and/or violent youths and their parents.

Exposure to distraught people in negative domestic relations situations.

May, 2000