



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts Vision Statement:

We will lead, and deliver the highest measure of justice, with integrity and innovative thought.

POSITION: Trial Court Administrator

DATE: 3/26/2021

DEPARTMENT: Van Buren County Courts

POSTING DEADLINE: Until Filled

GRADE RANGE: R 37 (\$76,835.07 - \$112,656.96)

FLSA STATUS: Exempt

PURPOSE: Under the general direction of the Chief Judge, administers the non-judicial functions of the Circuit, District and Probate Courts. Directs the planning, design, development, implementation, administration, and improvement of policies, procedures, and programs to promote access to justice for all members of the public, while maximizing the use of judicial and other resources. The administrator directs staff responsible for case processing, case flow management, jury utilization, file management and related functions. The administrator is responsible for personnel and financial management, facilities management, labor contract negotiations and management, security, and all other administrative functions of the court. Duties are carried out in accordance with the court's statutory purpose, policies and procedures, and in coordination with Van Buren County's policies and procedures.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Overall supervisory responsibility for the Trial Court, delegating responsibilities to other court administrators, managers, and staff to carry out functions and services of the Trial Court.
2. Works closely with the chief judge and presiding judges to assure that communication among the judges, management, staff personnel issues, financial matters, etc., accurately reflects the policies, procedures, and practices established by the court.
3. Oversees the organizational structure of the court. Continually reviews and analyzes court operations, interrelationships of work units, and the flow of work. Makes organizational changes as appropriate.
4. Develops goals and objectives, internal policies and procedures, rules and regulations as they relate to Trial Court matters; implements new statutes, court rules and procedures enacted or promulgated by the Legislature, Michigan Supreme Court, or the State Court Administrative Office.
5. With the assistance of the other court administrators and supervisors, manage court staff, conduct performance evaluation and all other related personnel functions.
6. Prepares and manages annual operating budget with the assistance of the divisional administrators. In addition, prepares reports as requested for all court activity budgets and due processing expenditures. Approves the payment of all bills and timesheets.
7. Works with Buildings and Grounds Director to ensure the facilities provide a safe, clean, and productive environment. In addition, the administrator works with other county officials to promote and collaborate the efficient operations of the court.
8. Develops, negotiates and oversees the internal and external contracts of the Court.
9. Aggressively seeks out grants and other sources of revenue to enhance and improve court operations while maintaining compliance with local, state and federal guidelines.
10. Coordinates and assures court representation at interagency functions, community activities affecting court operations, and participates in programs of mutual interest.
11. Issues news releases and other publications for the court to the media and the public using online and other methods; responds to media questions and inquiries as directed by the Chief Judge.
12. Performs other duties as directed by the Chief Judge of the Trial Court and/or the Judicial Council.



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ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess a command of the English language and communicate effectively, either with county employees, community groups, the general public, or government officials.
- Must be proficient in Microsoft Office applications and have demonstrated the ability to learn and apply other software programs.
- Must be able to safeguard personnel matters.
- Must be able to exercise independent judgment, decisiveness, and creativity in areas involving the control and planning of programs.
- Demonstrate an ability to review court statistical information to make projections and decisions that are data driven.
- Demonstrate the ability to deal with several concrete and abstract variables in working out approaches to major problems.
- Demonstrate leadership and supervisory abilities such as the ability to manage and direct a large group of employees which may include first-line supervisors. Oversee and control employee discipline, selection and allocation, and planning of human resources using diversity, equity and inclusion principles.
- Demonstrate technology / automation skills and project implementation.
- Demonstrate quality customer service and interpersonal communication abilities.
- May be assigned to work in any court location, as needed.
- May be required to work flexible hours which could include early mornings or evenings.
- May be assigned to occasionally work from home, as feasible, with reliable internet and personal computer.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed primarily in an office setting. Must be able to lift/carry up to 25 pounds. May involve sitting for long periods of time, operating a personal computer, copier, fax machine, and multi-line telephone.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Strongly Preferred:

Bachelor's degree in an area related to court administration, public administration, management, business administration, law or social work. A minimum of five (5) years of court administration / managerial experience.

Preferred:

Master's degree or Juris Doctorate from an accredited school of law. A minimum of three (3) years of progressively responsible experiences in court or legal administration.

May consider any combination of education and work experience.

SUPERVISION:

This individual reports to the Chief Judge.

OTHER REQUIREMENTS:

Van Buren County Courts are dynamic and candidates for this position must be able to adapt and thrive in a changing environment. One must be able to work with people who are operating in financially and emotionally stressful situations, and must display appropriate decorum and professionalism with both attorneys and with non-lawyer litigants. Must be able to maintain a record of orderly, law-abiding citizenship, sobriety, and integrity. Must adhere to the Model Code of Conduct for Michigan Trial Court Employees.



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The individual in this position is an at-will employee and serves at the pleasure of the Chief Judge. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8253
Website: <https://www.vanburencountymi.gov/Jobs.aspx>

Van Buren County Government is An Equal Opportunity Employer