COURT ADMINISTRATOR

POSITION SUMMARY: Under the general supervision of the Chief Judge oversees and manages non-judicial court operations. Provides long range planning and fiscal oversight and represents the Court in state and local governmental issues. Also oversees the Court and building security.

SUPERVISION RECEIVED: Reports to District Judges.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Develops mission and long-term plans to realize goals in accordance with community needs, demographic trends, Court policy and City vision. Plans, organizes, and directs all aspects of non-judicial Court operations including personnel management, budgeting, planning, security, facilities management and general administration. Develops and implements policies, procedures and regulations in conjunction with the Judges.

2. Assesses operations, staffing levels, facilities and equipment. Analyzes capital needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.

3. Recommends new hires. Assigns, trains, monitors and evaluates subordinate employees in accordance with policies and procedures.

4. Provides access for the public to voice concerns and complaints. Investigates and responds or causes other appropriate personnel to investigate and respond to these concerns as needed.

5. Prepares and presents annual budget in conjunction with and under the advisement of the Judges. Administers the budget, and ensures the authorized budgetary and purchasing procedures are properly used.

6. Prepares, administers, and manages all contractual agreements with outside vendors and service providers in accordance with policies and procedures.

7. Serves as Court liaison, providing coordination with other governmental agencies and acting as spokesperson for matters involving the media. Attends regular meetings to coordinate the needs of the City and the Court and attends various board and committee meetings as requested.

8. Oversees the jury selection system and provides orientations as needed.

9. Prepares and authorizes payroll for all Court employees and oversees the collection of the accounts receivables.

10. Keeps abreast of new developments in the field, new techniques and current legislation and issues through continued education and professional growth.

11. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

A. A Bachelor's degree in business administration, court administration, judicial administration or a related field. Prefer master's degree and/or professional certification in an appropriate field of study.

B. Seven or more years of management experience in a court setting.

C. Through knowledge of the professional public management techniques involved in budgeting, personnel administration, public relations, and project management.

D. Demonstrates knowledge of laws related to processing traffic, criminal and civil cases.

E. Demonstrates knowledge of the structure, policies, procedures, and regulations of court administration.

F. Considerable knowledge of general office operations, court procedures, and clerical procedures and practices.

G. Demonstrates skill in the use of office equipment, technology and software programs.

H. Possesses the ability to effectively train others and assign, coordinate, and evaluate the work of staff.

I. Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.

J. Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing. Communicates effectively and presents ideas orally and in writing for varied audiences.

K. Ability to establish and maintain effective working relationships with the media, employees, supervisors, professional contacts and the general public.

L. Demonstrates the ability to critically assess situations, solve problems, and work effectively with deadlines, and changing work priorities.

M. Possesses a valid Michigan Vehicle Operator's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office and Court setting. The noise level in the work environment ranges from quiet to moderately quiet.

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