

# 50<sup>th</sup> Judicial District Court

## DEPUTY COURT ADMINISTRATOR

### General Summary

Under supervision of the District Court Administrator, assists in the administration of the non-judicial functions of the District Court. Serves as direct supervisor of designated Court areas and assists in personnel management activities of the Court. Assists in budget planning and budget administration. Researches, analyzes, and makes recommendations on Court procedures and policies in a variety of Court operational areas.

### Essential Functions

**This position may require work outside of regular business hours.**

1. Assists in the personnel management activities of the Court, including participating in employment interviewing, reference checking and other aspects of the employment process, conducting performance evaluations of Court managers, and other designated staff, scheduling, and approving time off for designated staff, assisting with training, employee relations, and related activities.
2. Supervises designated areas of the Court and assists in coordinating judicial staff, Court Officers, and other designated areas of the Court.
3. Assists in fiscal management of the Court, includes assisting in planning and drafting the Court budget and administering assigned line items of the approved budget. Assists in purchases in assigned areas and reviews invoices for the Court to ensure proper authorization and supporting documentation.
4. Participates in the managing the accounting system of the Court, including maintaining and balancing several accounts, coordinating the bookkeeping activities with the data processing system, preparing financial summaries, and overseeing or making revenue transmittals.
5. Researching and analyzes Court systems operations, such as case flow management processes, make recommendations on modifications, and draft corresponding procedural and policy revisions for approval.
6. Oversees the Court's record management system and assists the Administrator in procedural revisions to achieve greater efficiency and ensure compliance with Court rules.

7. Assists in the researching, drafting, and revision of Court operating policies.
8. Investigates and responds to citizen complaints regarding Court operations and/or staff.
9. Assists with researching, planning and implementation of technological and equipment changes of the Court.
10. Assists in the research, planning, and analysis of space and facilities management.
11. Demonstrates sound judgment based on laws and rules.
12. Demonstrates punctuality and consistently reliable attendance.
13. Acts as Court Administrator in the absence of that individual.

*\*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

### **Employment Qualifications**

A Bachelor's Degree in Judicial Administration, Business Administration, Public Administration, Criminal Justice, or a closely related field from an accredited college with at least 2 years of supervisory experience in a court or closely related occupation; or any combination of training, education, and/or experience demonstrating knowledge, skills and abilities commensurate to that which would be obtained by the mentioned degrees, and 5 years of professional court experience including a minimum of 3 years of supervisory experience in a court.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPENTENCIES (minimum requirements)**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions
- Specialized knowledge and ability to use a personal computer to prepare reports. maintain records, search for and compile data.
- Advance interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representative of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Skilled in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skilled in mentoring and training employees with varying educational backgrounds and aptitudes.
- Appropriately and effectively represent the Court at a variety of community events and activities in support positive public relations initiative and develop liaison relationships between the community and the Court.

- Ability to facilitate meetings effectively and efficiently.

**FLSA Status:** Exempt.

*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, including and not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

1. Ability to perform the essential functions contained in this job description.
2. Ability to enter and retrieve information from a computer terminal.
3. Ability to access office files.
4. Ability to access all areas of the Court.
5. Ability to lift 25 lbs. and to carry files to various work areas. Ability to lift arms above the head, stoop down, and bend over to accomplish such tasks as filing.
6. Ability to withstand prolonged sitting for data entry.
7. Regularly required to talk and/or hear.

## **OTHER**

1. *Must be a citizen of the United States, a legal permanent resident, or legally permitted to work in the United States.*
2. *Reasonable accommodations will be made for individuals with disabilities to perform the essential functions.*
3. *The statements contained in this job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Duties and responsibilities may be added, deleted, or modified at any time. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.*
4. *Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Pontiac at no cost to the individual. Satisfactory clearance to perform the essential job functions will be required for employment. Additionally, everyone must agree to and successfully pass a background investigation that will include a verification of any and all information provided, a criminal history check, as well as reference checks.*

Court Administration

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