



Job Posting Date: 12/17/2024
Application Deadline: 01/21/2025

50th District Court

70 N. Saginaw St.
Pontiac, MI 48342
(248) 758-3815

Position Title: Deputy Court Administrator

FLSA Status: Exempt

Salary: Commensurate with experience (fringe benefit package included)

POSITION SUMMARY:

Under the direction of the court administrator, the deputy court administrator is responsible for managing the Court's operations and assisting the court administrator in other management areas including: budget, technology, records, human resources, facilities and community relations. In addition, the deputy court administrator is responsible for project management and other duties as assigned by the court administrator.

ESSENTIAL JOB 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. Collects and analyzes caseload data to assist the judges and court administrator in identifying caseload trends and refining/enhancing the Court's case management plan.

6. 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.
7. Oversees the Court's record management system and assists the Administrator in procedural revisions to achieve greater efficiency and ensure compliance with Court rules.
8. Assists in the researching, drafting, and revision of Court operating policies.
9. Investigates and responds to citizen complaints regarding Court operations and/or staff.
10. Assists with researching, planning and implementation of technological and equipment changes of the Court.
11. Assists in the research, planning, and analysis of space and facilities management.
12. Demonstrates sound judgment based on laws and rules.
13. Demonstrates punctuality and consistently reliable attendance.
14. 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.***

REQUIRED KNOWLEDGE, SKILLS ABILITIES & QUALIFICATIONS:

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.

EDUCATION & EXPERIENCE:

- A bachelor's degree or equivalent with major course work in accounting, court administration, business administration, public administration or a field related to the work. Possession of an advanced degree in a related field is desirable.
- At least two (2) years of supervisory experience in a court or related setting.

LICENSES & CERTIFICATIONS

- Must possess a valid Michigan driver's license.

KNOWLEDGE OF:

- Principles, practices and procedures related to the management of district court operations.
- General roles of the judicial, executive and legislative branches of government.
- General administrative principles and practices including strategic planning, project management, quantitative/qualitative analysis, budget administration, and human resource management.
- Automated court case processing systems and general office computer applications.
- Basic records management practices.

SKILL IN:

- Planning, organizing, and prioritizing multiple administrative activities.
- Planning, directing, and reviewing the work of employees under your supervision.
- Referencing, interpreting, applying, and explaining complex laws, policies, procedures, court rules, and regulations.
- Gathering, analyzing, and synthesizing data.
- Using sound, independent judgment within established guidelines.
- Preparing clear, concise, and effective written materials.
- Establishing and maintaining effective internal and external working relationships.

ABILITY TO:

- Meet schedules and deadlines of the work.
- Maintain the confidentiality of information and professional boundaries.
- Work independently on case assignments and understand the problems faced by defendants from all cultural backgrounds and socioeconomic levels.
- Follow oral and written instructions and communicate effectively in both mediums.
- Work under stressful working conditions and sustain a high-paced work environment. Make decisions in accordance with laws, regulations, rules, and departmental policies and procedures and exercise independent judgment.

PHYSICAL DEMANDS & 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 essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

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This job description does not constitute an employment agreement between the 50th District Court and the employee and is subject to change by the 50th District Court as the needs of the Court and requirements of the job change.

HOW TO APPLY

Submit a cover letter describing your experience and how it relates to the qualifications for the position, a resume, and a Court application to Deputy Court Administrator, Michael McLoyd, at mmclloyd@pontiac.mi.us

Applications will be accepted until the position is filled and are available at the Court or online at: <https://www.oakgov.com/home/showpublisheddocument/3470/638623380920670000>

The 50th District Court is an Equal Employment Opportunity Employer