

# Job Description

**Department: 15<sup>th</sup> Judicial District Court**  
**Class title: Deputy Court Administrator**  
**Job Code: 404710**  
**Grade: 10**  
**FLSA Status: Exempt**

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST. However, this position may require irregular hours on short notice based upon the needs of the Court. In an emergency, on-call work may be required.

**Job Summary:** Work is performed under the general supervision of the Chief Judge and under the immediate supervision of the Court Administrator/Clerk. Work is performed with considerable independence, and is reviewed through conferences, reports and analyses of results obtained. The basic duty of the Deputy Court Administrator is to assist the Court Administrator in the overall management of Court operations, in supervising and directing Court employees, and in developing and implementing policies and procedures.

Performs a variety of highly responsible, and complex administrative duties. Supervises the processing of traffic, civil, criminal and probation case flow. Rectifies process problems. Ability to make logical decisions, exercising appropriate judgment, based on knowledge of State Court Administrative Office guidelines, Court policies and procedures, Michigan Court Rules, statutes, City policies and general accounting principles. The Deputy Court Administrator is responsible for such duties as are delegated to him or her by the Chief Judge and by the District Court Administrator.

## **Examples of Duties:**

1. Addresses day-to-day operational issues such as courtroom operations and building operations;
2. Assists the District Court Administrator and City Human Resources Manager in ensuring compliance with human resource policies, guidelines, and procedures insofar as such policies, guidelines and procedures are applicable to the Court; assists with the recruitment, hiring, assignment, training, evaluation, and disciplining of employees;
3. Assists in the development and implementation of goals, objectives, policies, procedures and work standards;
4. Reviews and interprets new court rules, statutes, administrative orders, and laws affecting case processing, and develops or updates procedures to ensure court operational compliance. As needed, confers with the State Court Administrative Office and/or District Court Administrative organizations regarding interpretation and implementation issues;
5. Assists with monitoring and evaluating the Court's data processing and technological needs. Works with the City IT department, other courts, and/or other departments to determine appropriate changes; participates in the implementation of new systems to improve court efficiency and comply with changes in legislation;
6. Assists with oversight of the jury management process;
7. Assists with oversight of the case evaluation program;
8. Assists the District Court Administrator, the Court Finance Manager and the City Director of Finance with fiscal and budget matters, including the preparation and administration of the Court's budget;

monitoring and control of expenditures, purchasing of goods and services; participating in Request for Proposal process, processing of purchase orders; contract preparation and administration;

9. Assists the Court Administrator with grant administration, to include budget oversight and reporting;
10. Serves as a Court's LEIN TAC and acts as the Court's representative during LEIN/CJIS audits;
11. Acts as a liaison between and represents the Court with various city departments, county departments, and governmental agencies, businesses, community groups, the media and the public;
12. May represent the Court on special projects and/or committees;
13. Responds to the more complex or difficult inquiries or complaints regarding Court operations and/or staff;
14. Assists employees with complex or unusual matters;
15. Coordinates website and voicemail system updates with the Judges, Magistrate, Court Administrator, Lead Clerk, and Probation Supervisor;
16. Serves as the acting Court Administrator in his/her absence;
17. Prepares and/or oversees the preparation of various administrative reports related to Court operations. Responsible for the timely submission of these reports to the State Court Administration Office and other government agencies;
18. Maintains confidential employee records, grant records, financial records, and other administrative records according to State Court Administrative Office, City policy, contractual and legal requirements;
19. Advanced interpersonal skills necessary to develop and maintain effective working relationships with judges, other elected officials, Court employees, law enforcement officers, lawyers, and representatives of other agencies;
20. Compiles, analyzes and presents statistical data reflecting court activity in order to answer questions or support management decisions;
21. Assists in the preparation of manuals and publications;
22. Adapts and adjusts behavior and work methods rapidly in response to new information, changing conditions and unexpected situations requiring attention and resolution;
23. Undertakes projects and assignments that may require extensive research, analysis, and report writing;
24. Ability to maintain the confidentiality of information;
25. Ability to consistently demonstrate sound ethics and judgment;
26. Operates equipment such as: PC, calculator, fax machine, printers, copiers, telephone and shredder; and
27. Other duties as assigned by the Chief Judge or District Court Administrator.

**Requirements:**

1. Have no felony convictions;
2. Pass a criminal background check and drug test;

3. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
4. Pass testing requirements to be a certified LEIN TAC (Terminal Agency Coordinator) within (1) one year of employment and recertify as applicable;
5. Possess a bachelor's degree from an accredited institution in Judicial Administration, Business Administration, Public Administration or a closely related field;
6. Knowledge of criminal and civil court operations, and an understanding of legal terminology and trial court procedures;
7. Knowledge of case management processes, management principles, budget management, strategic planning, legal processes and procedures, and the Michigan Court Rules as it pertains to court services and operations;
8. Have a minimum of five (5) years of management, supervision and leadership experience working in a court setting or closely related field;
9. Be able to critically analyze operations, and collaboratively design and institute improvements without disruption of existing operations and services;
10. Be able to set appropriate priorities while coordinating multiple projects and meeting critical deadlines;
11. Be able to understand and follow oral and written instructions;
12. Be able to work independently and to set priorities to meet deadlines;
13. Be able to work well in a team environment;
14. Possess attention to detail and accuracy in work performance;
15. Possess good organizational, filing, verbal and writing skills;
16. Have advanced knowledge of personal computer and office software applications (e.g. Microsoft PowerPoint, Access, Excel, Word, Outlook);
17. Possess the ability to problem solve and use sound judgment; and
18. Be capable of performing the work related in this posting.

**Preferred Experience or Education:**

1. Have management experience in a court administrator's office or clerk's office in a state court or other high-level executive or business management experience.
2. Possess a master's degree from an accredited institution in Judicial Administration, Business Administration, Public Administration or a closely related field or a Law Degree.
3. Possess a Certified Court Manager (CCM) credential, Certified Court Executive (CCE) credential, or Fellows Certification from the Institute of Court Management sponsored by the National Center for State Courts.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

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**Description Prepared By:** Shryl Samborn / Reviewed by HR- JC and AW 01/04/2022

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