



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

DEPUTY/TRIAL DIVISION ADMINISTRATOR
Circuit Court
Starting Salary: K-13 (A) \$86,507.20/yr.
Monday – Friday, 8:00 a.m. – 5:00 p.m.

Posting: # 122-21
Date Posted: 10/18/2021
Deadline: Until filled

Responsibilities and Qualifications:

This position will administer all of the non-judicial functions of the Trial Division of the 9th Circuit Court. This is done to allow the judges to devote their time to judicial functions by placing the Trial Division's overall administration in the hands of a trained administrator.

- Provides procedural and administrative guidance and leadership to all employees assigned to the problem-solving courts and the Trial Division, including judicial aides, law clerks, and financial staff. Serves as the Circuit Court Deputy Administrator and back up for the Court Administrator in their absence.
- Administer and make accountable all the Trial Division's personnel administration areas, including training, hiring, and disciplinary actions. Provide administrative personnel recommendations to 4 elected judges in hiring, training, and disciplinary actions.
- Administer the maintenance of court files and court records within the Trial Division, including overseeing the accuracy, certifications, authenticating and certification, creation, retention, access, storage, and destruction, including video records and transcription in accordance with state records management standards.
- Approve all budget expenditures, line item transfers, and grant expenditures within the Trial Division budget. Conduct ongoing assessment of existing line items and future budget needs, including space, personnel, and equipment.
- Review and analyze court processes for compliance with the law. Administer the present and future operations of the Trial Division, including court-appointed counsel system, countywide jury services, caseload management, and alternate dispute resolution programs.
- Communicate and inform the media, security, other courts, and citizens regarding court policies and procedures. Represent the court and handle any complaints or issues with regard to court operations.

HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4th Floor | Kalamazoo, MI 49007

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- Administer the Court's Appointed Counsel Plan, Caseflow Management Plan, and Alternate Dispute Resolution Plan as required by the Supreme Court.
- Review and analyze court processes to strategize potential management changes that may affect the court's daily operation and compliance with court rules, statutes, and state guidelines. Develop policies and procedures to meet requirements of new court rules and statutes that govern the Trial Division's operations. Prepare long and short-range planning goals for the Trial Division.
- Monitor, analyze, and coordinate judicial resources' use and needs among and with the circuit, district, probate, and specialty courts to better utilize and share judicial resources.
- Serves as liaison with community partners and law enforcement agencies. Perform other duties as delegated by the Circuit Court Administrator or assume Court Administrator duties in their absence serving a total of eight elected judges and 200 plus staff members.

Minimum Qualification & Experience:

Master's degree in criminal justice, judicial administration, public administration, psychology, social work, law degree, or closely related field. Preferred completion of the National Center for State Courts Court Executive Development Program. Minimum three years of experience working in a court or legal setting with administrative or managerial experience.

Extensive knowledge and experience of adult criminal and civil law, court rules, and court procedures; knowledge of management principles and ability to delegate and manage multiple priorities; extensive knowledge of budget and fiscal management; strong human relation skills and ability to communicate effectively in verbal, written and electronic form; strong conceptual skills in problem analysis and program development; thorough knowledge of the county and community resources; ability to effectively manage the media; strong leadership and team-building skills.

VETERANS: Please provide your joint services transcript with your application.

Apply online: <https://www.kalcounty.com/hrd/openings.php>