



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

COURT SERVICES SPECIALIST II

Circuit Court - Family Division

Starting Salary: K-5 (A) \$17.91 /hr.

Monday - Friday 8:00 a.m. – 5:00 p.m.

Posting: #077-21

Date Posted: 06/13/2021

Deadline: Until filled

Responsibilities and Qualifications:

To coordinate and jointly direct the efficient processing of all child protective, delinquency, and domestic cases, monitoring all functions that are needed to move a case through the system from the creation of a record through the disposition of a case, as well as post-disposition proceedings, and to enter all relevant information in the court's case management system.

- Direct and specify appointment of attorneys for the indigent.
- Perform bailiff duties for jury trials.
- Assist Judges and referees at hearings, schedule hearings, resolve scheduling conflicts of judges, referees, attorneys, or proper parties, prepare and personally serve court orders and petitions on parties present at court hearings.
- Prepare Court orders and reports from dictated, handwritten, and computer-drafted documentation. Research, analyze, docket, scan, and enter accurate information into the court's case management system.
- Certify documents, release information to appropriate parties, and research court files.
- Respond to inquiries regarding court procedures and case information from attorneys, court staff, other agencies, and the public using the court's case management system and other resources. Direct, monitor, and provide notice of hearing for all traffic cases, including reporting to the Secretary of State office.
- Attend and monitor court proceedings, prepare and draft reports and orders, mark exhibits, operate audio and video recording equipment, and maintain logs.
- Coordinate a complete case management program, file management, and quality control for child protective, delinquency, and domestic matters.
- Jointly coordinate, collaborate, and assure movement of all court cases in cooperation with the other court-related units.
- Review, analyze and monitor legal documentation within court files and/or submitted for judicial review for legal sufficiency and compliance with court rules and court orders.
- Compile, analyze, and monitor statistical data for reports as needed.

HUMAN RESOURCES DEPARTMENT

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

Phone: 269.383.8998 | www.kalcounty.com/hrd

- Coordinate courtroom security and arrange for parties' appearance, in person, telephonically, or via videoconference, arranging for interpreters and special accommodations as needed.
- Monitor case management functions to be in compliance with trial court standards set forth by the Michigan Supreme Court, including set-asides, transfers, apprehension and detention orders, bench warrants, and appeals.
- Monitor court files and orders for compliance with Title IV-E funding requirements.
- Monitor and distribute reports from caseworkers, public and private agencies, and attorneys.
- Ensure proper service of all parties, including those to be summoned, attorneys, outside agencies, and those required to have a notice of hearing.
- Interview and prepare bail bonds for delinquent juveniles upon their release.
- Collect court filing fees, restitution, and other court-ordered payments.
- Provide backup for judicial Aides if needed in her/his absence.
- Back up for security as needed.

Education Qualifications

Bachelor's Degree in criminal justice or related field; two years court or related field experience; or comparable combination of training, education, and experience. Basic knowledge of Microsoft package; propensity to learn new computer applications. Must possess the ability to handle multiple priorities and continuous interruptions; work independently and as team members; produce high volume capacity; maintain composure in confrontational situations; and have excellent organizational/prioritization skills. Have excellent communication skills with Judges, Attorneys, and Public; maintain confidentiality; and potential for LEIN certification.

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

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