

COUNTY OF GOGEBIC, MICHIGAN

JOB OVERVIEW

JOB TITLE: Court Operations Supervisor

DIVISION: Gogebic County Courts

FSLA: Exempt

SUMMARY:

Under the direction of the Trial Court Administrator, supervises and completes work in court operations as needed for the Circuit, District and Probate Courts. Directly supervises staff responsible for processing civil, criminal, family, juvenile, traffic, and probate cases. Performs daytime, evening, and weekend Magistrate functions as needed.

JOB DUTIES

PRIMARY DUTIES

1. Supervises assigned court staff; may include making recommendations during the hiring process, training staff, assigning work, evaluating work performance and initiating discipline. Assists in the improvement and implementation of policies and procedures. Processes timecards and vacation approval. Meets regularly with the Trial Court Administrator to discuss and resolve operational problems and issues.
2. Oversees and participates in the processing of civil, criminal, family, and probate cases, and assists staff with complex case problems. Provides backup for court staff, including court recording and scheduling.
3. Administers court collections, including daily cash drawer reconciliation. Assists in developing and monitoring court budgets.
4. Performs backup magistrate duties. Administers oaths and affirmations to police officers for misdemeanor complaints and felonies. Arraigns felony and misdemeanor cases if a judge is unavailable.
5. Establishes bonds when appropriate based upon the seriousness of the crime, likelihood of defendant's court appearance, and other relevant factors.
6. Performs marriage ceremonies.
7. Conducts informal hearings.
8. Monitors the coordination of jury trials and juror services with relevant stakeholders.
9. Supervises case processing activities. Assists with the proper custody maintenance, storage and disposal of court records. Coordinates the resolution of case flow management problems with the Trial Court Administrator and judges.
10. Assists in compilation of court activity statistics and preparation of reports containing caseload, financial and related information. Performs criminal history reporting.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. The judges may assign additional duties as needed.

QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree OR Associate degree with supervisory experience. The court, in its discretion, may consider an alternative combination of formal education and work experience.

CERTIFICATION AND LICENSES

Must possess a valid state driver's license. Must complete Magistrate Training offered by Michigan Judicial Institute and be bonded. Must be a registered voter of Gogebic County within a reasonable time of hire.

An applicant must pass a background check, which may include fingerprints and a drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general court procedures and protocols. Technical knowledge for connecting with other courts or prisons through the use of video recording technology. Ability to establish effective working relationships and use good judgment, resourcefulness and initiative when dealing with the public, county officials, elected officials and other governmental units. Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations. Skill in using office equipment and technology, and county, court and state software databases. Ability to guide and supervise others. Ability to conduct work or attend meetings at times other than normal business hours.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL REQUIREMENTS

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 with ability to stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. A potential for violence/physical altercations exists.

Gogebic County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.