

COURT ADMINISTRATION SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal duties including the assignment of appellate counsel in criminal and family division cases, statistical reporting for the court and coordination of collaborative projects; and provides back up services, when needed, in other divisions of court administration; works under the supervision of the Circuit Court Administrator or designee and performs related duties as required.

STATEMENT OF TASKS:

Assigns appellate counsel for felony cases;
Assigns appellate counsel for appeals that originate from the termination of parental rights cases;
Orders and produces court transcripts as required;
Screens prisoner correspondence related to the assignments;
Prepares miscellaneous orders related to the appellate assignments;
Serves as the administrative liaison to the Michigan Assigned Appellate Counsel (MAACS);
Reviews court files and determines the date and location of court proceedings;
Prepares and submits mandatory reports to the Michigan Supreme Court.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology and procedures;
Thorough knowledge of legal terminology;
General knowledge of court structure and procedures;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from those records;
Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

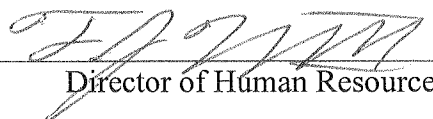
MINIMUM QUALIFICATIONS:

Associates degree and three (3) years of clerical or para-professional experience in a legal setting;

or

At least five years of clerical or para-professional experience in a legal setting.

Established: January 31, 2006


Director of Human Resources