

DISTRICT COURT ADMINISTRATION SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a wide variety of administrative duties including the payment of bills; statistical reporting for the court and coordination of collaborative projects including new technology; provides back up services, when needed, in other divisions of court administration; works under the supervision of the District Court Director of Court Operations, District Court Clerk or designee and performs related duties as required.

STATEMENT OF TASKS:

Reviews monthly bills and submits for payment;
Serves as Alternative Dispute Resolution Clerk (ADR);
Works closely with the MIS Department and other sources to enhance the District Court computer system;
Prepares and submits mandatory reports to the Michigan Supreme Court;
Assists staff with computer issues, including the digital audio recording system;
Reconciles daily deposits from Courts;
Provides technical Support for Internet Payments including voids/credits;
Submits corrections to the Criminal Justice Information System.

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;
Thorough knowledge of District 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;
Working knowledge of various computer software including, but not limited to Excel, Access, Word, Publisher and Power Point;
Working knowledge of Microsoft applications with ability to discern problems and apply solutions;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Associates degree or the equivalent in college credit hours **and** four (4) years as a Deputy District Court Clerk.

Established: November 20, 2007


Human Resources Director