

Juvenile Section Administrator

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the supervision and management of all administrative functions of the juvenile section - comprised of adoptions, the juvenile probation unit and the juvenile records. Works under the general supervision of the Circuit Court Administrator, Presiding Judge of the Family Division and the Chief Judge; performs related duties as required.

STATEMENT OF TASKS:

Coordinates juvenile and adoption casework management programs and policies, and timely prepares related reports; acts as liaison between the court and other governmental and community agencies;

Monitors all juvenile section operations with an emphasis on introducing innovative practices that maximize available technology, as well as maintaining an emphasis on serving the needs of the families and children that come before the court;

Administers adoptions, juvenile probation and juvenile records units;

Supervises staff and assigns duties;

Administers and supervises field training and students (as may be required);

Acts as liaison in assigned areas to other units within the court structure;

Participates in planning, research, evaluation and in-service training of staff;

Supervises the planning and writing of grants, as may be assigned;

Advises staff on case plans and makes recommendations to the court;

Keeps the court administrator and judges informed as to the general status of assigned work;

Prepares required reports with appropriate analysis;

Collaborates with the probate court financial director and other administrative staff as may be required related to budget preparation and management, including the annual Child Care Fund Plan;

Collaborates and assists with audits related to budget, grants and other funding sources for the juvenile section of the Court.

The statement of tasks 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 state laws pertaining to the juvenile section of the family division, specifically the Juvenile Code, Adoption Code, Michigan Court Rules and other authoritative sources that may be applicable to juvenile proceedings;

Thorough knowledge of multi-discipline casework approaches and philosophy;

Thorough knowledge of funding sources for juvenile services, and the ability to assist with budget preparation and seeks out funding sources to support the juvenile section;

Knowledge of administrative practices;

Required Knowledge, Skills and Abilities:

- Ability to develop good working relationships with the court staff and the public, including community and governmental agencies;
- Ability to communicate in an effective manner both orally and in writing;
- Ability to supervise personnel and develop staff potential;
- Ability to work without direct supervision;
- Ability to make sound decisions and to utilize resources in dealing with individuals under stress and in difficult situations;
- Ability to develop programs, including research and evaluation;
- Ability to attend work regularly, cooperate with flexible scheduling and work under stressful situations.

MINIMUM QUALIFICATIONS:

Master's Degree in social sciences, business, public administration, education, criminal justice, or a closely related field **AND** two (2) years of supervisory experience working in the area of juvenile services in a court setting or related human services field.

-OR-

Law Degree, with one (1) year of supervisory experience working in the area of juvenile services in a court setting or related human services field.

-OR-

Bachelor's Degree in social sciences, business, public administration, education, criminal justice, or a closely related field **AND** three (3) years of supervisory experience working in the area of juvenile services in a court setting or related human services field.



Human Resources Director

Established: March 4, 2008
Revised: July 15, 2016