

COUNTY OF LEELANAU  
JOB DESCRIPTION

**FAMILY COURT ADMINISTRATOR**

Supervised By: Probate and Family Court Judge  
Supervises: All Family Court employees  
FLSA: Exempt

**General Summary:**

Under the direction of the Probate and Family Court Judge, is responsible for the orderly intake, processing and maintenance of the cases brought before the Leelanau County Family Division of the 13<sup>th</sup> Circuit Court. Supervises Family Court staff and oversees all juvenile caseloads. Investigates adoption and minor guardianship petitions. Prepares and administers the Family Court budget, including the Child Care Fund and grants.

**Essential Job Functions:**

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Reviews all written complaints and police reports, conducts preliminary inquiries on all delinquent and abuse/neglect petitions, authorizes the filing of petitions and determines appropriate jurisdiction for delinquent and abuse/neglect cases.
2. Oversees docket/court calendar and ensures the timely scheduling of delinquency and abuse/neglect hearings.
3. Hires, trains, and supervises Family Court staff, and holds regular staff meetings to review appropriate treatment of delinquent, abuse/neglect, diversion and prevention caseloads. Consults daily with staff on problems or progress with cases and oversees the case-flow management of all cases.
4. Prepares the annual court budget and Child Care Fund plan and budget. Administers the court budget and Child Care Fund, reviewing all invoices, and authorizes payments.
5. Oversees the Court's collection/reimbursement process, posting charges to individual accounts for authorized case service expenditures.
6. Oversees the Michigan Department of Health and Human Services in the appropriate case management of abuse/neglect cases. Consults with attorneys, therapists, and other interested parties, making recommendations to the Judge regarding treatment plans and dispositions. Participates in Coordinated Investigation Team and Child Death Review Team as needed.

7. Acts as the on-call juvenile authority on a 24-hour basis. Receives emergency calls regarding delinquent or abuse/neglect youth, authorizes emergency placements.
8. Serves as the Volunteer Coordinator and oversees the volunteer program, including CASA (Court Appointed Special Advocate). Assists with recruiting, screening, training, and assigning volunteers. Consults with volunteers regarding the cases they are assigned.
9. Develops and implements court policies and procedures. Ensures that department policies and procedures are in compliance with the Juvenile Code, Michigan Court Rule and use of State Court Administrative Office most recent updated forms. Assists in the development and revision of Local Administrative Orders when necessary.
10. Reviews petitions for in-family adoptions and minor guardianships. Investigates and evaluates prospective adoptive parents or guardians, preparing reports and recommendations for the Judge regarding the disposition of such petitions.
11. Assists staff in analyzing complex or difficult cases, planning appropriate treatment programs and resolving special problems. Develops new programs and case-specific services in response to community and individual families' needs.
12. Prepares grant proposals and administers grants pertaining to Family Court services. Authorizes expenditures, compiles and prepares all required reports and ensures compliance with the grant requirements.
13. Serves as a resource, liaison and public relations representative to County Commissioners, other county departments, schools, human service agencies, Grand Traverse Band Tribal Court, law enforcement agencies and legal and medical personnel. Also serves on the Executive Board of Directors for the Leelanau County Family Coordinating Council.
14. Participates in conferences of industry associations, attends continuing education seminars and reads technical publications to keep current regarding professional issues. Keeps current with new federal, state and local legislation.
15. Collects data on a variety of information pertinent to the administration of caseloads and budgets.
16. Compiles and ensures completion of various reports required by the State Court Administrator's Office, Michigan Court Application Portal, Regional Detention Support Services, and others as needed.
17. Acts as the Americans with Disabilities Act coordinator and seeks appropriate accommodations when needed. Implements Language Access Plan when needed.
18. Performs related work as required.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in sociology, psychology, social work or a related field. A Master's degree in a related social science field is preferred.
- Five years' experience as a juvenile probation officer and/or Court Administration.
- A Michigan vehicle operator's license.
- Knowledge of grant administration, application and research with regard to Family Court affairs.
- Knowledge of all aspects of budget administration, cycle and preparation in a Circuit Court environment.
- Knowledge of court proceedings, procedures, requirements, and etiquette.
- Knowledge of the Juvenile Code, Michigan Court Rules, Child Protection Law and current state and federal legislation pertaining to children, adolescents, and families.
- Ability to establish effective working relationships and work cooperatively with other individuals and agencies within the criminal justice system.
- Ability to critically assess situations, problem-solve, work effectively under stress, within deadlines and changes in work priorities.
- Knowledge and experience using Word, Excel, Outlook, and other computer programs.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate and complete records, as well as maintain confidentiality.

### **Physical Demand and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and over the telephone. The employee frequently is required to review written documents as well as produce written documents. The employee must regularly lift and/or move items of lightweight and may occasionally lift and/or move items of moderate weight. The employee may be required to travel to other locations within and outside the County.

While performs the duties of this job, the employee regularly works in a business office or courtroom setting. The noise level in the work environment is usually quiet to moderate.