

Specialty Court Case Manager

44th District – Serving Royal Oak and Berkley, MI

Hours: 32 Hrs./week, Maximum of 1,488 per year

Pay: \$15 per hour

A **Specialty Court Case Manager**, upon application, should have the following training, experience, abilities, education and certifications:

1. The candidate should possess a Bachelors' Degree in criminal justice, psychology, counseling, or closely related field OR be currently enrolled in an accredited college, working towards obtaining a degree in one of the above fields.
2. Training, knowledge and experience utilizing District Court Case Management Information System (DCCMIS) is strongly desired.
3. The successful candidate must be organized; able to work independently and as part of a team; be adaptable and detail oriented; be able to multi-task and maintain focus in a fast-paced environment; possess strong problem-solving skills, possess a strong work ethic and time management skills, and possess strong motivational and problem-solving skills.
4. The candidate must have strong word processing skills and the ability to type a minimum of 40 words per minute. The candidate must also be proficient in Microsoft Office, Word and Excel.

GENERAL STATEMENT OF DUTIES: A Specialty Court Case Manager will be assigned to perform a wide variety of clerical, record-keeping and public contact duties. Duties will include, but are not limited to, updating case records into a computer using both the court's case management system and DCCMIS, attendance at specialty court team meetings/court hearings, tracking expenses for the specialty court program and generating statistical reports. Duties may involve frequent or continuous public contact, either in person or via phone. Position requires the ability to use a keyboard to quickly and accurately input information into a computer, to utilize word and data processing software, and to learn other software applicable to the court. Supervision is received from the Director of Court Services or Court Administrator.

EXAMINATION PROCEDURE: Applications will be screened for minimum qualifications and those best qualified will be interviewed. Applicants shall provide proof of college degree or college enrollment at the time of interview. All applicants will be notified concerning their status for this position.

Must pass a pre-employment criminal/civil background check and drug screen. No arrests for any offense involving larceny, assaultive behavior, or moral turpitude. Employees will be fingerprinted.

New employees must successfully complete a one-year probationary period. Employees of the 44th District Court are at-will employees.

Application packets and questions need to be submitted to:
Gary Dodge, Court Administrator, 44th District Court, 400 E. Eleven Mile Rd., Royal Oak, MI 48067
No later than 4:00 pm on Friday November 16, 2018.

Application packets are available at the
44th District Courthouse located at 400 E. Eleven Mile Rd., Royal Oak, MI 48067
and in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067
On-line (electronic) applications will not be considered