



STATE OF MICHIGAN 46th DISTRICT COURT

JOB TITLE: Administrative Assistant

Salary Range: \$51,605.00 - \$70,665.00; 24.81/hr – 33.97/hr includes fringe benefits

DISTRICT JUDGES

The Honorable
CYNTHIA M. ARVANT
248-796-5830

The Honorable
SHELIA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

ADMINISTRATOR
ROBIN
DILLARD-RUSSAW ESQ.
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

GENERAL SUMMARY:

Under the general supervision of the Court Administrator and/or Deputy Administrator, this senior level position performs a variety of administrative support services, including office management and is responsible for the coordination of various courtwide functions such as jury management, court calendaring, information technology and budget preparation and monitoring. This position also has responsibilities for coordinating reporting requirements and procedures with state and local agencies including the State Court Administrative Office, Secretary of State, Michigan State Police, prosecuting attorneys and police agencies. The position may also be responsible for the supervision of a limited number of staff. Due to the wide range of complex duties performed by this position, a detailed knowledge of court operations, statutes and court rules is required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Coordinates several special court-wide functions such as jury management, information technology, court appointed attorney system and caseload management calendaring functions. Within those special functions, is responsible for organizing and planning workflow, establishing workflow priorities, distributing workload and clarifying, proposing or revising procedures to eliminate conflict or duplication. Continually monitors workflow to evaluate efficiency and need for modification. Is also responsible for ensuring proper case documentation is prepared and maintained, applicable statutes and court rules are adhered to, established case flow management procedures are followed, and records management systems are maintained.
2. Assists in the administration of budget expenditure accounts, including receiving and verifying invoices, preparing vouchers, assigning expenditures to appropriate accounts, maintaining reimbursement records, and preparing budget and financial reports. Works closely with the Financial Coordinator to monitor expenditures, summarize and analyze spending trends, and provide accurate financial data to court administration and program supervisors. Provides backup support and assistance to the Financial Coordinator as needed to ensure continuity of court financial operations.
3. Prepares and submits mandatory reports on court and judicial performance to various state agencies including State Court Administrative Office, Secretary of State etc.

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4. Develops and coordinates policies and procedures between various areas within the court as well as with outside agencies. Provides input for policy and procedure decisions.
5. May supervise a limited number of assistants/staff. Includes the assignment of work, training, review of work products, and responds to staff inquiries regarding work procedures.
6. Maintains and monitors inventory of forms and supplies for the court ensuring adequate amount of forms and supplies are available, preparing requisitions for forms and supplies as needed and ensuring compliance with state approved requirements and statutory changes.
7. Establishes and maintains positive relationships with court staff, government agencies, elected officials, and members of the public through telephone, email, and in-person communication. Responds to inquiries, correspondence, complaints, and requests for information regarding court operations, policies, procedures, and services, exercising sound judgment, advanced knowledge of court processes, and strong interpersonal and customer service skills. Assist the Court Administrator in addressing complex procedural questions and resolving sensitive issues.
8. Types correspondence, reports, legal documents and a variety of other documents, including those of a confidential nature from verbal or machine dictation, straight copy of verbal direction.
9. Serves as the initial point of contact for technology, facilities, and maintenance issues within the Court. Performs basic troubleshooting and gathers relevant information to identify and assess reported issues, then coordinates and routes requests to the appropriate City department or vendor for resolution. Monitors the status of requests and follows up as necessary to ensure timely completion in conjunction with City staff and the Court Administration.
10. Compiles and analyzes statistical data of court activity. Prepares internal management reports requiring knowledge of internal procedures and department policies, including collecting and researching information, interpreting data and reports, analyzing information from several sources and organizing data to summary report form.
11. Performs a variety of office management functions including distribution of incoming correspondence, maintenance of office filing systems, handling of confidential materials, scheduling of meetings, etc.

The primary purpose of this job description is to aid in establishing a salary rate or range for this job classification. Only those key duties necessary for proper job evaluation and/or labor market analysis have been included. The list is not all inclusive of the total scope of duties to be performed.

JOB QUALIFICATIONS:

- Education: High school diploma or equivalent **required**. Coursework in business administration or a related field is preferred. An associate or bachelor's degree in business administration, public administration, or a related field is **strongly preferred**.
- Experience: Four (4) years of progressively responsible clerical or administrative office experience, including at least two (2) years in a lead, senior-level, or supervisory capacity, preferably in a court or closely related legal or governmental setting. Demonstrated proficiency with personal computers and Microsoft Office applications is **required**.

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The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

TO APPLY:

Email resume and references with subject "Administrative Assistant" to:

courtemployment@cityofsouthfield.com. Only qualified candidates who are selected for an interview will be contacted. Potential Court employees shall be subject to background investigation and fingerprinting.

DEADLINE: June 23, 2026