



51st District Court Michigan Indigent Defense Plan Coordinator



Department: 51st District Court
Supervised by: Court Administrator, Clerical Department Chief
Supervises: None
FLSA: Non-Exempt
Bargaining Unit: None, at-will
Status: Part-time Employee – Grant funded position, 20hrs a week

General Summary

Under general supervision, within the framework Waterford Township's Michigan Indigent Defense Compliance Plan, perform administrative duties specifically related to the coordination, oversight, data collection, and reporting required Michigan Indigent Defense Commission (MIDC) Standards to ensure operational efficiency, and statutory compliance.

Essential Job Functions

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

1. Acts as a liaison between court, funding unit, public defenders and the MIDC regional representative.
2. Respond to inquiries related to MIDC policies, procedures, requirements practices and protocols.
3. Responsible for public defender scheduling, coordination and case assignment notification.
4. Receive and review billing invoices to ensure accuracy, and document MIDC compliance.
5. Coordinate requests for expert witnesses and investigators.
6. Collect and summarize data; prepare reports and funding requests as required by MIDC.
7. Review and research new Standards required by MIDC.
8. Prepare and develop grant proposal requests as required by MIDC.
9. Other duties as assigned by the Court Administrator/Township of Waterford.

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.

1. Possess a Bachelor's degree from an accredited college or university with a major in Criminal Justice, Public Administration, Business Administration, or closely related field.
2. Knowledge of the policies and practices of a District Court. Working knowledge of legal terminology and court procedures.
3. Skilled in use of JIS and personal computer software, including spreadsheet development and word processing.
4. Skilled in researching and resolving problems in order to ensure program effectiveness.
5. Ability to learn, understand and interpret Michigan Court Rules, applicable state laws, and MIDC standards to ensure program compliance.
6. Ability to accurately organize and maintain court records, reports, billing documents and electronic files.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to multitask and prioritize workflow.

Desired Qualifications

Michigan Indigent Defense Commission Coordinator, December 2019

1. Demonstrated ability to exercise independent and sound judgment and initiative in analyzing problems and recommending solutions.
2. Previous grant writing experience.

Physical Demands and Work Environment

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

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of \pm 1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

Notice of At-Will Employment

All employees of the 51st District Court serve at the pleasure of the Chief Judge and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

THE 51ST DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Posting date: January 6, 2020

Closing date: January 20, 2020

2020 Hourly Rate 25.77

Interested applicants should email letter of interest and resume to jthom@waterfordmi.gov.