



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

Position Available Internal/External Posting **Job Title: Circuit Court – Family Division Administrator**

Department:	Wexford County Probate/Family Division Court
Classification:	Full-time (37.5 hrs/per week) Full Benefits Non-Union M3 Wage Scale
Hourly Wage:	\$24.56 - \$31.78
Benefits Include:	Hybrid Pension – 5% employee contribution Health, Dental & Vision Insurance – 10% employee contribution Paid Holidays, Vacation & Medical Leave Life Insurance Short-term Disability Insurance
Summary:	The Juvenile Court Administrator performs all of the administrative functions for the Juvenile Division of the Probate Court. These tasks include: scheduling, maintaining and coordinating the Juvenile Court docket, operating electronic recording equipment, scheduling appointments, performing all of the statutory functions of the Juvenile Register, coordinating with other agencies regarding child placement and other related administrative duties.
Qualifications:	• Education and Experience: a. Primary: BA or BS degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field. b. Secondary: A degree in the paralegal field combined with 4 years of experience in a law-related field. c. Alternate: High school degree combined with 6 years of experience in a legal profession position closely dealing with child protective proceedings and juvenile delinquent proceedings. • Significant knowledge and ability to find and interpret court rules, statutes and filing procedures/requirements • Significant knowledge of the duties and responsibilities of an office manager • Above average ability to work with attorneys, administrative agencies, police agencies and the public • Ability to become a Certified Electronic Recorder or Certified Electronic Operator
Supervision:	Honorable Edward D. Van Alst, Judge of Probate and Presiding Judge, Family Division of the 28 th Circuit Court
Application/ Resume Due:	Application deadline is 4:00 p.m. on July 27, 2026. Submit application, cover letter, resume and writing sample to the Wexford County Human Resources Office, 437 E. Division Street, Cadillac, MI 49601. Job applications and a complete job description are available at wexfordcounty.org (go to services then employment).

Posted: July 13, 2026



WEXFORD COUNTY POSITION DESCRIPTION

Position: Circuit Court – Family Division Administrator

Amended: September 26, 2023

- A. Summary. Individuals assigned to this position are expected to perform all of the administrative functions for the Circuit Court-Family Division related to Child Protective Proceedings and Juvenile Delinquency proceedings and legal secretarial functions including coordination of cases assigned to the Court by the State Court Administrative Office. These tasks include: scheduling, maintaining and coordinating the Circuit Court - Family Division docket, appointment of attorneys, coordinating with other agencies regarding emergency removals, out-of-home placements, changes in placement, detention, and all other related administrative duties.
- B. Supervision Received. Works under the general supervision of the Probate Judge
- C. Supervision Exercised. Supervision is exercised over the Probate & Family Division Court Receptionist/Deputy Clerk and the Probate & Family Division Court Financial Officer/Bookkeeper.
- D. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
1. Schedules all matters and proceedings coming before the Circuit Court – Family Division related to Child Protective proceedings and Juvenile Delinquency proceedings including:
 - a. Child Protective Proceedings
 - i. Emergency Removal Hearings
 - ii. Adjudication Hearings
 - iii. Disposition/Termination of Parental Rights Hearings
 - iv. Review Hearings and Permanency Planning Hearings
 - b. Juvenile Delinquency Proceedings
 - i. Designated and Waiver Hearings (Juvenile treated as an adult)
 - ii. Competency Hearings
 - iii. Adjudication Hearings
 - iv. Disposition Hearings
 - v. Review Hearings
 2. Maintains court filing system. Includes creating individual files for each case with copies of orders, opinions, correspondence, and other documentation. Has primary responsibility for preserving, securing and copying such files as allowed by statute.
 3. Schedules all matters and proceedings coming before the Court. Ensures that files and reports are present and ready for Court action. Maintains and distributes the

docket, appoints attorneys, coordinates scheduling with attorneys, law enforcement, Community Mental Health, Department of Health and Human Services, and other agencies and participants.

4. Provides information and assistance to attorneys, law enforcement, Community Mental Health, Department of Health and Human Services, other agencies and participants and the general public regarding Court policies and procedures. Receives calls and visitors, determining amount and type of information to provide and whether the Judge's attention to a matter is required. Responds to inquiries within the scope of authority and refers others to the proper source.
5. Receives and reviews requests for adjournments of scheduled cases, evaluates need and potential impact on Court schedule, grants or denies adjournments based on established Court policy for routine requests and seeks judicial approval in sensitive cases. Notifies parties of adjournments or other changes.
6. Assists in courtroom proceedings by preparing proposed orders, marking Court files, and maintaining accurate case activity records. Operates computer terminal, Polycom, Zoom, and records hearings.
7. Prepares and reviews all orders entered by the Court prior to judicial signature to ensure that all necessary requirements have been met. Forwards copies to attorneys and interested parties and makes appropriate docket entries.
8. Ensures compliance with requirements for reimbursement through the Child Care Fund, Raise Toe Age, and Child & Parent Legal Representation funding sources.
9. Responsible for office management functions including:
 - a. Training Probate & Family Division Court Receptionist/Deputy Clerk and the Probate & Family Division Court Financial Officer/Bookkeeper.
 - b. Managing record retention systems.
 - c. Position is responsible for working with the general public and using experience/leadership skills to solve problems.
 - d. Collect and receipt monies.
10. Serves as secretary to the Judge, organizing, coordinating, and processing information, scheduling appointments, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem, ex parte communications, or routine inquiry as authorized and directed.
11. Promptly prepares and files case management reports with the State Court Administrative Office. Coordinates with the State Court Administrative Office regarding all matters affecting the Circuit Court - Family Division, including assignments, updates on procedures, opinions and actions affecting Court

E. Essential Functions, Qualifications and KSAs for Employment. All of the following functions, qualification, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Education and Experience:
 - a. Primary: BA or BS degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field.
 - b. Secondary: A degree in the paralegal field combined with 4 years of experience in a law related field.
 - c. Alternate: High school degree combined with 6 years of experience in a legal profession position closely dealing with child protective proceedings and juvenile delinquent proceedings.
2. Significant knowledge of Circuit Court - Family Division rules, statutes and regulations governing the administration of estates.
3. Significant knowledge of the duties and responsibilities of an office manager.
4. Knowledge of Circuit Court - Family Division structure and jurisdiction.
5. Ability to prepare and execute a variety of Court orders.
6. Ability to plan, assign and supervise the work of others.
7. Ability to prepare and maintain records and reports.
8. Ability to utilize electronic recording equipment to take verbatim records of Court proceedings.
9. Ability to promptly and efficiently respond to special instructions from the Judge during Courtroom operations (such as the immediate playback of testimony, etc.).
10. Ability to interrupt Court proceedings to seek clarification when required.
11. Ability to maintain Court records (such as appearance logs and evidence logs, etc.) for immediate and future reference.
12. Ability to be designated by the State as a Certified Electronic Recorder (CER) in compliance with MCR 8.108.
13. Ability to see, hear and speak effectively.
14. Ability to reason and process numbers.
15. Ability to type and input data at a minimum of 60 WPM.
16. Ability to sit or stand in one spot for long periods of time, moving arms, back and entire body.