

# 41B DISTRICT COURT

## STATE OF MICHIGAN

CHIEF DISTRICT JUDGE  
Sebastian Lucido

DISTRICT JUDGE  
Jacob Michael Femminineo, Jr.  
Carrie Lynn Fuca



Clinton Township  
Harrison Township  
Mount Clemens

COURT ADMINISTRATOR/MAGISTRATE  
James A. McGrail

MAGISTRATE/DEPUTY COURT ADMINISTRATOR  
Ryan Zemke

22380 Starks Drive  
Clinton Township, MI 48036  
Phone: (586) 469-9300

### JOB POSTING

**POSITION TITLE: MANAGED ASSIGNED COUNSEL COORDINATOR**

**PAY: \$100 PER HOUR UP TO 50 HOURS PER MONTH**

**STATUS: At Will Independent Contractor**

**CLOSING DATE: RECEIVED no later than Friday, August 14, 2020 at 4:30pm.**  
**Fill out the Application for Employment at [www.41bdistrictcourt.com](http://www.41bdistrictcourt.com) and email it with any other documentation you would like considered to the attention of Court Administrator, James A. McGrail at [careers@41bcourt-mi.us](mailto:careers@41bcourt-mi.us)**

#### **JOB SUMMARY:**

This is a grant funded position. The Managed Assigned Counsel Coordinator (MACC) independently performs a variety of complex administrative tasks according to established policies and procedures consistent with Michigan Indigent Defense Act and MIDC standards relating to court-appointed indigent defense.

#### **EXAMPLES OF DUTIES:**

- Coordinates compliance for the Court's indigent criminal defense operations, including budgeting, planning, and general administrative functions. Provides the Court, Court Council and Funding Units with ongoing reports regarding caseload, legal resources and costs.
- Completes timely and accurate reports on the indigent defense system, including but not limited to Compliance Plan Progress Reports, Financial Status Reports, and others as required.
- Coordinates court appointed attorney appointments and/or payments in Circuit Court and District Court cases with relation to MIDC Standards.
- Manage MIDC attorney roster and address concerns as they arise.
- Make attorney appointments when in need for a criminal case, including Counsel at First Appearance and throughout the remainder of representation.

- Approve requests for experts and investigators.
- Monitor the MIDC budget.
- Draft and submit MIDC reports.
- Review attorney invoices.
- May provide representation services to indigent defendants.
- Tracks initial interviews, as well as, additional MIDC tracking requirements, as needed.
- Effectively communicates with the court appointed attorneys to ensure understanding of processes and responsibilities of their duties, including training requirements.
- Manage the attorney roster and address concerns about an attorney; recruit new attorneys for the attorney roster.
- Maintains the managed assigned counsel list, along with tracking required training, for each of the court-appointed attorneys.
- Coordinate with courts, jail and others as necessary, to track required data for compliance, including, but not limited to, number of arraignments, pleas, dismissals, new filings, investigators utilized, experts retained, etc.
- Other duties as assigned.
- Assist the Court and/or Funding Units with approved MIDC grant funded purchases, following the appropriate State and Local procurement guidelines.

The list of duties above is intended to outline/describe the general nature and level of work being performed by the individual assigned to this classification. It is not an exhaustive list of all job duties performed.

#### **EXPERIENCE, SKILLS, EDUCATION:**

- A Juris Doctorate degree and be a member in good standing of the Michigan Bar Association.
- Experience practicing criminal law in district courts.
- Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents used and processed in the Circuit Court or District Court preferred.
- Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations).
- Writing, reading, mathematical principles; proficient computer skills-Microsoft Office Suite, Outlook; exercise sound judgment and decision making in accordance with policies and procedures; ability to research and problem solve independently; knowledge of Court operations and functions; ability to prioritize and time manage; handle stressful situations, provide effective and friendly customer service; ability to think critically where necessary.
- Knowledge or understanding of basic administrative tasks: operate standard office equipment; document management; prepare and maintain records, various correspondences and reports; answer general inquiries and refer as necessary; answer telephone calls, prepare meeting agendas, attend/arrange meetings as necessary. Ability to communicate effectively and efficiently with management, co-workers and clients; obtain and communicate accurate information; apply

common sense understanding to complex instructions and respond accordingly; communicate complex ideas through graphs, charts, presentations, reports or other professional correspondence.

### **ESSENTIAL ABILITIES:**

- Must be extremely organized and efficient, with the ability to multi-task.
- Ability to demonstrate predictable, reliable, and timely attendance.
- Ability to read, write & communicate in English; follow written and verbal instruction and understand basic mathematics and figure checking.
- Ability to interpret and apply procedures, rules, technical information, instructions, manuals to complete tasks accurately and on schedule.
  
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgment.
- Ability to use discretion and maintain sensitive and confidential information.
- Ability to work independently or part of a team; ability to interact appropriately with others such as local officials, employees, vendors and the general public.
- Ability to work under supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Adaptability to change in the work environment, managing competing demands and ability to deal with frequent changes, delays or unexpected events.
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access, and Outlook as required.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by a contract employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.

- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.

*Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed.*