

IONIA COUNTY 8TH CIRCUIT COURT

Two Full-time Position Openings
Pending Board of Commissioners Approval

Title: Court Administrator for Chief Judge Hoseth Kreeger– 8th Circuit Court
Court Administrator for Judge Schafer – 8th Circuit Court

Pay Grade/Hourly rate: **Grade 9/\$17.68**

Location: Ionia County 8th Circuit Court, Ionia
Montcalm County 8th Circuit Court, Stanton

Minimum Qualifications: High school diploma; supplemented by five years court experience or secretarial work in a law related area; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position.

General Summary: Under the supervision of the Circuit Court Judge, the Court Administrator manages all administrative functions of the Court, which includes docket control, case flow management, scheduling of hearings and trials, and ensuring that the jury selection process complies with State law. The Court Administrators travel between Ionia Circuit Court and Montcalm Circuit Court.

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and resume to:

Judge Suzanne Hoseth Kreeger
and/or
Judge Ronald Schafer
8th Circuit Court
Courthouse
100 Main Street
Ionia, MI 48846

Applications will be accepted until the positions are filled

Applications are available on line at www.ioniacounty.org

Ionia County is an equal opportunity employer