

**Allegan County  
48th Circuit Court  
Friend of the Court Office**

**Job Title:** Domestic Relations Attorney Referee  
**Reports to:** Friend of the Court

**Summary**

Conducts hearings in domestic relations cases as directed by the Court. Administers oaths, listens to testimony, and rules on objections and evidence. Prepares findings and orders. Calculates support.

**Principal Duties & Responsibilities**

1. Conducts hearings in domestic relations cases as directed by the Court. Hearings may include child custody, parenting time, child support, and other related matters. Types of hearings include, but are not limited to, motion, evidentiary, and contempt.
2. Administers oaths, receives testimony, makes rulings on objections and evidence.
3. Analyzes evidence, makes factual findings, makes conclusions of law, and prepares findings, recommendations, and orders.
4. Calculates support using the Michigan Child Support Formula.
5. Conducts legal research and maintains a working knowledge of statutes (state, national, and international), case law, IV-D policy, court rules, court memorandums, rules of evidence, Michigan Child Support Formula, and office policies and procedures, etc.
6. Problem solves when new circumstances, laws, software, and policy changes occur.
7. Maintains proper courtroom decorum and ensures civility and procedural protocols are observed by litigants, attorneys, witnesses, and members of the public.
8. Serves as an on-call referee outside of regular business hours.
9. May be required to conduct hearings in Family Court cases.
10. Explains process and procedures to litigants, attorneys, and others in the hearing room.
11. Conducts in camera interviews of minor children.
12. Coordinates with other Courts and jurisdictions as necessary.

## **Other Duties of the Job:**

Attends and completes training. Some training may require overnight travel. Networks with colleagues in other Michigan courts.

Efficient and knowledgeable use of technology including, but not limited to, MiCSES, Microsoft Office Suite, electronic document management system, Zoom, court's case management system, electronic signature software, industry specific software and databases, and all other software employed by the Friend of the Court Office.

Must be able to complete required training courses regarding security and confidentiality. Must be able to complete all required certifications for MiCSES.

Must be able to work independently and also be an active team participant.

Participate in meetings to advance efficiency and effectiveness of the Friend of the Court Office and Court.

Serve as a resource to Friend of the Court staff and Judges.

Assists in other areas of the FOC office or Court as required.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.*

## **Qualifications**

**Education:** Juris Doctor Degree.

**Experience:** Minimum two years of experience, preferably in domestic relations law, a Friend of the Court office, a court setting, or a closely related field. In its discretion, the Court may consider alternative education and work experience.

**Certification:** Must be licensed to practice law in Michigan and be a member in good standing with the State Bar of Michigan.

**Other:** -Excellent written and verbal communication skills.  
-Working knowledge of rules of evidence.  
-Ability to interpret and analyze statutes, rules, policies, etc., and apply to changing fact patterns.

-Ability to establish and maintain effective working relationships and exercise good judgment, resourcefulness, and initiative, when dealing with co-workers, the public, county officials, elected officials and other governmental units.

- Ability to work in the office and/or in a remote location.

-Ability to organize and manage a large number of hearings, and complete tasks in an accurate, efficient, and timely manner.

-Ability to maintain confidentiality of all records.

-Adherence to the Model Code of Conduct for court employees.

-Adherence to the Code of Judicial Conduct, and the Michigan Rules of Professional Conduct.

-Maintain professional demeanor and conduct job responsibilities in a non-biased manner.

***The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.***

10/22/24