

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

**Job Title:** Custody and Parenting Time Coordinator  
**Reports to:** Friend of the Court

**Summary**

Initiates enforcement of the Court's custody and/or parenting time orders. Assists parents in resolving custody and/or parenting time disputes. Provides referrals for alternative dispute resolution services in domestic relations cases.

**Principal Duties & Responsibilities**

1. Reviews custody and parenting time complaints and court orders, and initiates enforcement when it is likely that a court order has been violated. Determines when no action is necessary after reviewing a complaint.
2. Answers questions and provides information and forms to litigants concerning custody and parenting time orders and disputes.
3. Determines which enforcement action is appropriate based on various factors.
4. Explains process, procedure, and policy to litigants.
5. Prepares reports and drafts orders.
6. Refers parties to mediation services.
7. Conducts joint meetings with parties to try to resolve custody and/or parenting time disputes.
8. Calculates child support and prepares support orders.
9. Prepares orders to show cause and schedules hearings.
10. Participates in recording statistics for the informal domestic relations docket and evaluating appropriate options for each case as it relates to the information docket. Provides feedback and input for the development and implementation of the informal docket.
11. Maintains a working knowledge of statutes, court rules, court memorandums, Michigan Child Support Formula, and office policies and procedures.

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

Attends and completes training. Some training may require overnight travel. Participates in user groups to maintain and increase knowledge of custody and parenting time enforcement and alternative dispute resolution. Networks with colleagues from 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.

Assists in other areas of the FOC office 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:** Bachelors Degree required.

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

**Other:** -Excellent written and verbal communication skills.

-Provides services to all litigants in a professional and non-biased manner.

-Ability to interact with litigants that are experiencing financial and emotional stress.

-Ability to interpret and analyze statutes, rules, policies, etc., and apply to changing case circumstances.

-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 volume of cases 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.

***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.***

12/20/2024