

**ALLEGAN COUNTY
48TH CIRCUIT COURT**

POSITION DESCRIPTION

JOB TITLE: Friend of the Court

REPORTS TO: Circuit Court Administrator

POSITION SUMMARY

Under the direction of the Circuit Court Administrator, represents the interest and welfare of minor children in domestic relations matters through the management of the administrative functions of the Friend of the Court office. Develops policies and procedures to ensure compliance with applicable statutes and court rules and to improve court services. Manages the activities of the staff of the Friend of the Court office. Prepares the proposed budget for the Friend of the Court office for judicial review. Serves as a hearing referee as needed and as prescribed by statutes and court rule.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes and directs all aspects of departmental operations including personnel, budgeting, planning and general administration.
- Develops policies, procedures and practices relative to the operation of the Friend of the Court office.
- Assists in preparing annual Friend of the Court budget requests for judicial review, administrative departmental budget and ensures that sound financial controls are established and maintained.
- Directs activities of all Friend of the Court staff and oversees personnel functions including staff hiring, staff orientation and training, work assignments, performance evaluations and disciplinary matters.

Other Duties of the Job

- Serves as a hearing referee as needed and as prescribed by statute and court rule.
- Prepares, implements, administers and monitors state and federal grants. Oversees the submission of related records and reports to maximize financial reimbursement to the county.
- Reviews and approves all proposed orders and judgements for completeness and accuracy prior to submission to the court for signature.
- Reviews and responds to all initial Friend of the Court client grievances and addresses necessary changes to personnel or office procedures as a result of any grievance.

- Monitors compliance with applicable directives and regulations from both the state and federal Office of Child Support and the State Court Administrative Office.
- Prepares and makes presentations to the Board of Commissioners, county administration, the public, local bar association and other agencies and organizations. Addresses complaints and service delivery issues and coordinates services and programs.
- Keeps abreast of legislative and regulatory developments, new administrative and operational techniques through continued education and professional growth.
- Assists with other tasks as directed by the Circuit Court Administrator.

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 such a person

Required Knowledge, Skills, Abilities and Minimum Qualifications

- Juris Doctorate degree and substantial experience in the adjudication of domestic relations matters as well as prior supervisory and management experience.
- The court, in its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of Michigan statutes and federal law and regulation with respect to child support, parenting time, custody and establishment of parentage.
- Thorough knowledge of Michigan Court Rules and State Court Administrative Office requirements.
- Skill in assembling and analyzing data, preparing reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgement, resourcefulness and initiative when dealing with the public, county officials, elected officials and other governmental units.
- Skill in the use of office technology and equipment and county, court and state software databases.
- Ability to conduct work or attend meetings at times other than normal business hours.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may 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 communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting with ability to stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

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

CERTIFICATION OR LICENSURE

Must be licensed to practice law in the State of Michigan and be a member in good standing of the Michigan Bar Association.