

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

Job Title: Support Investigator

Reports to: Deputy Friend of the Court

Summary

Conducts court ordered child support investigations and child support reviews, analyzes income information, calculates appropriate amount of child support, and prepares support recommendations with proposed orders for entry by the court.

Principal Duties & Responsibilities

1. Conducts child support investigations ordered by the court, mandated three year reviews, and all other child support review requests.
2. Obtains and verifies employment information analyzes income information, profit and loss statements, income tax returns and other personal income information.
3. Prepares child support recommendations with proposed orders on the Michigan Child Support Enforcement System using the Michigan Child Support Formula.
4. Schedule referee hearings when required, prepare notes and information to present to the referee during hearing, attend hearing and prepare recommendation with proposed order. Review and approve orders for the Court for judicial review and signature.
5. Explains support formula, the process used to determine amount of child support and procedures to modify support to parties and attorneys.
6. Appears in Circuit Court and at referee hearings to testify regarding support recommendations.

Other Duties of the Job:

Prepare payroll in absence of Deputy Friend of the Court.

Review files and appears in Court on Friday motion day in absence of Deputy Friend of the Court.

Determine if case qualifies for support review, initiate eligible reviews on MiCSES, distribute questionnaires and employment status disclosures, obtain missing documents and distribute support review notices and court orders to parties.

Review and approve orders for the Court for judicial review and signature, and notify attorneys and parties as to changes if not approved.

Prepares bench warrants and performs LEIN reconciliation and searches.

Process parenting time abatement orders by verifying orders and adjusting accounts and modifying income withholding orders.

New case set-up and/or modification of NA orders, GM orders, DL orders and adoption orders.

Back up Clerk II for all new case set-ups.

Assists in other areas of the 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: High school graduation or equivalent with additional bookkeeping and/or accounting coursework.

Experience: One year bookkeeping or accounting experience, preferably in a Friend of the Court office or closely related setting.

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.