

NOTICE OF JOB POSTING

Huron County Friend of the Court

Attorney-Referee

Application Deadline: Friday, July 26, 2024, by 4:00 p.m.

Job Description

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| Job Title: Attorney-Referee | Union Affiliation: non-union |
| Department: Friend of the Court | Position: Part-Time Non Exempt (up to 30 hours per week) |
| Pay Grade: 210 / \$34.60 per hour | Start Date: immediately |

Position Summary:

Under the supervision of the Circuit Court Judge and the general direction of the Friend of the Court / Juvenile Services Director, serves as Referee for a variety of domestic relations matters including custody, domicile, parenting time, child support, and medical support. Conducts quasi-judicial hearings for pre-judgment issues. Conducts quasi-judicial hearings for contested evidentiary hearings post-judgment involving custody, domicile, parenting time, child support, or medical support. Conducts contempt proceedings involving enforcement of child support, custody, or parenting time. Prepares written findings and recommendations. Performs related work as directed.

Essential Duties and Responsibilities:

1. Reviews case files and performs legal research prior to conducting hearings.
2. Ensures the efficient disposition of cases by conducting quasi-judicial hearings on Family Division matters referred from the Circuit Court including temporary orders, contested evidentiary hearings and other matters affecting children.
3. Applies court rules, relevant statutes, and case law as applicable to make findings of fact and conclusions of law concerning the testimony and evidence submitted.
4. Prepares written findings and recommendations and proposed orders on factual and legal issues.
5. Prepares legal documents for non-traditional enforcement mechanisms sought from the Court including liens, garnishments, and license suspensions.

6. Conducts legal research and prepares legal memorandum.
7. Conducts alternative dispute resolution to resolve pending hearings.
8. Conducts scheduling conferences and/or settlement conferences in domestic relations cases.
9. Serves as legal counsel to the Friend of the Court Director and staff.
10. Completes various special projects, which require professional legal skills as requested by the Circuit Court Judge or the Friend of the Court.
11. Other duties as may be assigned.
12. Maintains continuing education requirements for members of the judiciary including current developments in family law and pertinent behavioral services.
13. Must maintain strict confidentiality of client files.

Working Conditions/Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function 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 and courtroom setting, stand, sit, stoop, and kneel, and reach with hands and arms. The employee must lift or push/pull objects of up to 20 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 court of business office setting where the noise level is moderate.

Minimum Education, Training and Experience Required

Requires a juris doctorate and must be a member in good standing of the State Bar of Michigan.

Two (2) years experience as domestic relations attorney-referee or five (5) years trial court experience in the practice of family law.

Knowledge of relevant statutes, case law, and Court rules.

Knowledge of functions and procedures of the Friend of the Court and the Michigan Child Support system.

One (1) year of experience in handling child custody or parenting time disputes, including conducting formal/informal mediations for families involved in legal conflicts.

Proficient skills using Microsoft Office programs including but not limited to Word, Excel, and Outlook.

Minimum Physical, Mental and Attitudinal Requirements

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.

Physical Requirements: Requires the physical ability to operate a variety of automated office machines, which includes a typewriter, photocopier, printer, and personal computer. Work involves sitting most of the time but may involve walking or standing for periods.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data. Requires the ability to inspect items for proper length, width, and shape. Requires the ability to differentiate forms and documents.

Numerical Aptitude: Requires the ability to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Language Ability: Requires the ability to comprehend a variety of informational documents, docket sheets, court reports and records, court orders, etc. Requires the ability to prepare court reports and records, court orders and related court documents and information, using prescribed format and conforming to all rules of punctuation, grammar, dictation, and style. Requires the ability to record and deliver information, to explain procedures, to follow instructions. Must be able to use and interpret legal and court terminology and language.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information including giving assignments and/or directions to others and receiving instructions and assignments from supervisors in person or by

accommodating device. Requires the ability to deal with people beyond giving and receiving instructions.

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Computer Aptitude: Requires fluency in computer language, programs, and application.

Stress Management: Must be adaptable to performing under average to high levels of stress.

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

In addition, the above qualifications are intended to represent general guidelines of the skill and experience levels associated with performing the duties and responsibilities involved. These qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

To apply for this position please submit letter of application and resume to Ann M. Schultz, Friend of the Court / Juvenile Services Director by 4:00 p.m. on Friday, July 26, 2024.

Dated: June 27, 2024



Ann M. Schultz,
Friend of the Court / Juvenile Services Director