

**Allegan County
48th Circuit Court
Family Division**

Job Title: Attorney/Referee – Director of Juvenile Probation

Reports to: Circuit Court Administrator

Summary

Supervises and coordinates the activities of the Family Division casework staff involved with delinquent and juvenile diversion cases. Assists in developing and monitoring all probation related programs and budgets. Serves as a referee for both delinquent and neglect/abuse cases.

Principal Duties & Responsibilities

1. Supervises probation casework staff. Makes effective hiring recommendations, trains staff, evaluates work performance and initiates discipline in accordance with court policy.
2. Serves as a referee during and after normal court business hours conducting preliminary, adjudicatory, dispositional and traffic hearings on delinquency matters, and preliminary hearings on neglect/abuse cases.
3. Assigns cases and monitors case assignments. Reviews dispositional reports, recommendations and other case related reports of the casework staff and assists in case evaluation and case related problems, making recommendations for alternatives and options to resolve problems.
4. Serves as the primary person to screen and authorize delinquency petitions, and to authorize petitions to move to the Diversion Program or consent calendar.
5. Interacts and collaborates with law enforcement, other public agencies and private service providers to assist in the delivery of services to families and to address issues and problems in mutual cases.
6. Evaluates court sponsored programs and services provided to youth and families. Assists in the development of programs and services provided. Analyzes case related trends and statutory and court rule changes.

Other Duties of the Job

Reviews pre-sentence reports, recommendations and other case related reports prior to submission to the court.

Serves as the on-call referee one week per month. Answers phone calls from agencies and law enforcement to authorize lock-up for delinquent youth, or removal of children in neglect/abuse cases.

Meets with staff to explain court policies and procedures, discuss case related problems and to facilitate implementation of the same.

Prepares caseload, case and program activity and other related reports.

Assists in developing community probation and juvenile diversion activity budgets. Monitors established budgets for these program areas.

Performs duties of casework staff as required.

Serves as a member of the Family Court management team.

Performs other duties as directed by the Court Administer and/or presiding Judge.

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 Doctorate Degree

Experience: Two to three years of progressively more responsible case supervisory experience in a family court or related child welfare agency.

Certification/Licensure:

Licensed to practice law in the State of Michigan.

Valid Michigan Driver's License

Completion of Michigan Judicial Institute Certification for Family Court staff within two years of hire.

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.