

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

**Job Title:** IV-D Establishment Attorney/Attorney Referee  
**Reports to:** Friend of the Court

**Summary**

Performs a variety of tasks related to the establishment of child paternity and support cases. Reviews and analyzes referrals received for establishment of court cases under the provisions of the Social Security Act, Title IV, Part D. Conducts interviews and meetings with parents to gather information for the filing and processing of domestic relations cases. Monitors and manages the case flow of establishment cases. Calculates child support and prepares legal pleadings. Participates in court proceedings. Directs the day-to-day work of the Court Support Specialist.

**Principal Duties & Responsibilities**

1. Reviews court action referrals (CARs) to determine appropriate legal action to establish paternity and/or support for children in domestic, interstate, and international cases.
2. Conducts appointments with parents, and others, to gather information needed to prepare pleadings, notices, and forms, necessary for the filing of court cases and interstate/international support case documents. Discusses settlement of child related issues in paternity and support cases.
3. Collects samples for genetic testing.
4. Explains process, procedure, and policy to litigants.
5. Drafts legal pleadings, orders, forms, notices, and other documents.
6. Conducts legal research and maintains a working knowledge of statutes (state, national, and international), case law, IV-D policy, court rules, court memorandums, Michigan Child Support Formula, and office policies and procedures.
7. Appears and participates in court proceedings. Proceedings may include court proceedings in Allegan County, at Tribal Courts, and/or hearings in other states for intergovernmental cases.
8. Monitors establishment caseload to ensure that cases are resolved in a timely manner.
9. Research and problem solve when new circumstances, software, and policy changes occur.

10. Direct and support the day-to-day work of the Court Support Specialist. Serve as a resource and leader for the Court Support Specialist.
11. Serves as an on-call referee outside of regular business hours.

### **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 the child support program. Networks with colleagues in the Michigan child support program.

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.

Serve as a resource to Friend of the Court staff.

Conducts hearings as a Referee as needed.

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:** Juris Doctor Degree.

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

**Certification:** Must be licensed to practice law in Michigan and be a member in good standing with the State Bar of Michigan.

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

-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 number of referrals 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.***

10/22/24