

**ALLEGAN COUNTY
48TH CIRCUIT COURT
FAMILY DIVISION**

JOB DESCRIPTION

JOB TITLE: Attorney/Referee
REPORTS TO: Circuit Court Administrator

SUMMARY

Conducts hearings on custody, parenting time, support, delinquency, neglect, abuse and other matters as allowed by law. Coordinates the processing and enforcement of support and paternity cases. Conducts legal research and provides legal advice to court staff and judges.

PRINCIPAL DUTIES AND RESPONSIBILITIES (*An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA*)

Conducts hearings on a variety of custody, support, parenting time, delinquency, neglect, abuse, and other matters as allowed by statutes and court rules.*

Administers oaths, takes testimony, interviews parties, questions witnesses, admits evidence, and prepares a written report for the court containing case findings and recommendations, or makes findings of fact on the record and prepares proposed orders.*

Super-vises assigned staff engaged in processing juvenile and domestic relations cases. Makes effective hiring recommendations, trains employees, assigns work, reviews work, evaluates work performance and initiates discipline in accordance with court policy.*

Researches and maintains a current working knowledge of case law, domestic relations, juvenile delinquency and child protective related statutes and court rules. Advises judges and court staff of changes in applicable statutes and court rules.*

Reviews court policies and procedures and recommends new or revised policies and procedures to ensure compliance with applicable statutes and court rules.

Analyzes IV-D referrals from the Family Independence Agency and complaints from individuals regarding paternity and civil support matters, and determines whether to initiate court action.*

Attorney/Referee (continued)

- Orders the scheduling of blood tests for individuals involved in civil support and paternity matters. Receives blood tests results and attempts to obtain voluntary acknowledgement of paternity and support.*
- Authorizes the entry of defaults when parties fail to respond to complaints and summons.*
- Presents civil support and paternity cases before the bench. Introduces blood test results, expert witnesses and other relevant evidence and examines witnesses.
- Prepares paternity, custody, support and other orders for entry.

Coordinates interstate related enforcement of support orders. Responds to requests for establishment of paternity and support orders from other jurisdictions, ensures that necessary orders are entered and assists in discovery requests. Requests establishment of court orders in other jurisdictions.*

Meets with parties involved in difficult custody, support and parenting time disputes after other efforts to mediate settlements have been exhausted and attempts to informally mediate appropriate settlements.

Interacts regularly with court staff, parents, families, law enforcement agencies, school officials and other agencies and organizations regarding case issues, coordination of delivery of services to court clients, and to address case related problems.

Consults with court staff on case management and case processing related issues and problems. Recommends alternatives and solutions to problems and assists court staff with policy, procedural and court order interpretation.

Serves as referee and conducts case intake functions after normal court business hours.*

May oversee and coordinate programs mandated by the court, such as the SMILE Program and other programs designed to enhance services available to court clients.

Reviews case files and completes appropriate documentation for military record checks.

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 such a person.

Attorney/Referee (continued)

QUALIFICATIONS

Education: Graduation from an accredited law school.

Experience: Two to three years of progressively more responsible juvenile justice and/or domestic relations experience.

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

Licensed to practice law in the State of Michigan.

Date Approved: 5/10/00

Revised:

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