

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

Job Title: Attorney/Referee, Family Division

Reports to: Circuit Court Administrator

Summary

Conducts hearings on delinquency, neglect, abuse and other matters as allowed by law.
Conducts legal research and provides legal advice to court staff and judges.

Principal Duties & Responsibilities

1. Conducts hearings on a variety of 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 written reports for the court case findings and recommendations, or makes findings of fact on the record and prepares orders.
2. Supervises assigned staff engaged in processing juvenile cases. Makes effective hiring recommendations, trains employees, assigns and reviews work, evaluates performance and initiates discipline in accordance with court policy.
3. Researches and maintains a current working knowledge of case law, juvenile delinquency and protective related statutes and court rules. Advises judges and court staff of changes in applicable statutes and court rules.
4. Consults with court staff on case management and processing related issues. Recommends alternatives and solutions to problems and assists staff with policy, procedural and court order interpretation. Reviews court policies and procedures and recommends revisions or new policy to ensure compliance with applicable statutes and court rules.
5. Consults with court staff, Department of Human Services, law enforcement, schools and other agencies regarding coordination of delivery of services to court clients, and to address related problems regarding court procedure.
6. Conducts case intake functions, including documentation for military record checks, transfer or acceptance to and from other counties, and serves as an on-call person for after hour determinations of placement in juvenile detention or out of home placement of abused or neglected children.

Other Duties of the Job:

Serves as court designated person for on-call purposes to be contacted after normal business hours to make legal determinations regarding juvenile detention requests and placement decisions of abused or neglected children.

Reviews cases of juvenile delinquency and protective proceedings for transfer to other counties and/or acceptance from other counties.

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

Participates as a member of the Family Court management team.

Sets up and operates court recording equipment when necessary.

Performs various other functions as assigned by the judges.

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: Graduation from an accredited law school

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

Certification/Licensure: Licensed to practice law in the State of Michigan.

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.