

CLARE-GLADWIN COUNTY PUBLIC POSTING

**Applications for the following vacancy will be received by email at: worpells@clareco.net
Equal Opportunity Employer**

**Friend of the Court/Juvenile Attorney Referee/80th District Court Deputy Magistrate/55th Circuit Court
Deputy Court Administrator**

Starting Salary: \$82,000-\$92,000, depending on qualifications and years of practice

Notes:

1. Anticipated employment commencement date is: Immediate.
2. The employee will conduct hearings for the Friend of the Court offices in Clare and Gladwin Counties; perform juvenile referee duties in both counties; perform complex administrative work drafting proposed orders with child support calculations attached, advising judge or referee on custody, parenting time, child support and other major decisions, appearing for arraignment and making recommendations regarding bond and jail time, conducting custody and parenting time investigations and issuing recommendations to the court, and related work as apparent or assigned. Supervision is exercised over secretaries, child support specialists and caseworkers.
3. The employee will provide backup coverage for the 80th District Court Magistrate and assist with 55th Circuit and 80th District administrator duties as deemed necessary by the Chief Judge of the 55th Circuit and 80th District Courts, or designee.

Duties:

1. Conducts hearings and investigations in domestic relations cases related to custody, parenting time, child support, temporary matters, and other matters involving children; issues findings and recommendations to the Judge.
2. Swears in and examines witnesses; takes testimony; hears arguments; decides motions and objections; reconciles conflicting testimony; makes findings of fact; draws conclusions of law; and renders decisions.
3. Reviews and recalculates child support based upon party's income, childcare expenses, medical expenses, and overnights with the minor children.
4. Conducts preliminary, adjudication, dispositional and progress hearings in delinquency and child protective proceedings.

5.Reviews Judgments of Divorce and orders submitted by outside attorneys to ensure that all of the statutory provisions are included; reviews the attached uniform child support order to make sure the child support order also complies with the law.

6. Prepares and reviews Orders prior to submission to the judges.

7.Advises judges and court staff as requested. Operates video and audio equipment for the recording of all court hearings conducted.

8.Retrieves and enters data into various computer systems.

9.Reviews and responds to parties' letters and emails with questions regarding issues such as custody, parenting time, child support, DNA testing, domicile, denial of parenting time and/or tax exemptions.

10.Trains, assists and coordinates in-service training with staff.

11.Prepares and submits time sheets and employee requests for paid time off.

12.Contributes and participates in the development of internal policies, procedures manuals, forms, rules, regulations and goals and objectives as they relate to the Courts' matters.

13.Assists in implementing new statutes, rules and procedures dictated by the Legislature, Appellate Courts, and Court Rules in accordance with the decisions of the Supreme Court and/or the State Court Administrative Office.

14.Creates and manages the Friend of the Court budget.

15.May be assigned other juvenile referee/administrator/magistrate duties by the Judges or Court Administrator.

16. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

17. During magistrate absences, the employee will perform duties as assigned by the court administrator, including but not limited to arraignments, probable cause conferences, small claims hearings for the 80th District Court.

Education and Experience:

- Graduate of ABA accredited law school, admitted to practice law in the State of Michigan and in good standing with the State Bar.
- Minimum of five years of trial court experience or three years of prior experience as an Attorney Referee in the Circuit, Juvenile or Probate Court.

Special Requirements:

- Attorney Referees and Magistrates must complete training courses offered by the Michigan Judicial Institute and as required by their Judges and/or the Court's Administrator.
- Must possess and maintain a valid vehicle operator's license throughout the course of employment.
- A background check will be performed and employees will be fingerprinted.
- Handles on-call responsibilities on a rotating basis with other Attorney Referees/Magistrates.

Required Knowledge and Skills:

- Knowledge of courtroom operations and procedures, including the ability to conduct specific hearings.
- Familiar with agencies within Clare and Gladwin Counties that serve the Courts' clients.
- Clear understanding of criminal, civil, juvenile and family law, statutes, court rules, case law, local ordinances, and the State of Michigan Motor Vehicle Code.
- Able to exercise a high degree of independent judgment and discretion throughout each step of the legal process.
- Experience with the use of personal computers and word processing and spreadsheet software.
- Strong oral and written communication skills, with the ability to maintain records and reports.

- Able to stay current on case law, legislation and laws affecting the courts and law enforcement.