

CLARE-GLADWIN COUNTY PUBLIC POSTING

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

FOC Attorney Referee

Starting Salary: \$85,000

Notes:

- Anticipated employment commencement date is ASAP.
- This Attorney Referee will conduct hearings for the Friend of Court Division.

Duties:

- Conducts hearings in domestic relations cases related to custody, parenting time, child support, temporary matters, and other matters involving children; issues findings and recommendations.
- 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.
- Prepares and reviews Orders prior to submission to the judges.
- Advises judges and court staff as requested. Operates video and audio equipment for the recording of all court hearings conducted.
- Retrieves and enters data into various computer systems.
- Trains, assists and coordinates in-service training with staff.
- Represents the Courts in dealings with other governmental and private agencies.
- Interacts with organizations, associations and community groups to explain the purpose, role and procedure of the Courts.
- Contributes to the preparation and maintenance of a procedure manual and appropriate forms.
- Participates in the development of internal policies, procedures, rules, regulations and goals and objectives as they relate to the Courts' matters.
- 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.
- Creates and manages the Friend of the Court budget.
- May be assigned other FOC administration duties by the Judges or Court Administrator.

- 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.

Education and Experience:

- Graduation from ABA accredited law school, admission to the practice of law in the State of Michigan and in good standing with the State Bar.
- A minimum of five years of paid full-time Trial Court experience in the practice of law or three years of prior experience as an Attorney Referee in the Circuit, Juvenile or Probate Court.

Special Requirements:

- Attorney Referees 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.

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.