

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES**

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Domestic Relations Specialist
SALARY RANGE: \$35,498.00-\$47,717.00
DATE POSTED: March 27, 2014 thru April 2, 2014

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

A PERSON MAY NOT TAKE AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university, preferably with coursework in social work, sociology, psychology, or legal system-related discipline.
- One (1) year of paid legal, social services or high-impact/high-volume customer service work experience with assignments that include case management, investigative or dispute resolution responsibilities that involve face-to-face interaction with clients or the public.

Note: This position requires frequent face-to-face contact with individuals who may be under duress.

DESCRIPTION OF WORK:

Under limited supervision of Domestic Relations Supervisors, investigates domestic relations cases in order to make recommendations to the Court regarding support, parenting time, custody, paternity and other conditions. Interviews parties to gather financial information; assesses family environment; determines the facts in a case and gathers other pertinent information. Investigates complaints of violations of court orders regarding domestic relations cases. Serves the public and pursues resolution of issues in accordance with prescribed departmental and court policies and procedures.

Responsibilities may include, but are not limited to:

- Interviewing parties in domestic relations actions to gather information for court processes to establish, enforce, and modify child support, spousal support, parenting time, and custody.
- Preparing documents, reports, and recommendations based upon interviews of parties and other sources to assist the Court in making appropriate legal determinations.
- Communicating with governmental agencies and other sources to obtain information such as income verification. Communicates with litigants, attorneys and others to explain court policies, procedures, orders, and regarding other relevant matters.
- Performing other duties as assigned.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list in order of their final ratings.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX – 70% MIN)

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|---|-----------------|
| Evaluation of Training, Experience & Personal Qualification | P/F (Pass/Fail) |
| Written Examination | 50% |
| Interview | 50% |

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement** at the Third Judicial Circuit, Office of Human Resources, 720 Coleman A. Young Municipal Center, Detroit, Michigan 48226. **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****