

PLEASE POST

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THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT

POSITION POSTED: FAMILY DIVISION REFEREE- (This assignment is at FOC)
SALARY: \$37.32 per hour - Contract position - No Benefits
DATE POSTED February 26, 2014 through March 11, 2014

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

MINIMUM QUALIFICATIONS:

- Law degree from an accredited institution and licensure as a Michigan attorney.
- At least five years' experience in the practice of family law.
- An extensive knowledge of relevant statutes, case law, and the Michigan Child Support Formula and Court rules.

DESCRIPTION OF WORK:

Under the general direction of the Chief Referee or Senior Referee, the Family Division Referee ensures the efficient disposition of cases by conducting hearings and rendering recommendations in Family Division cases, with diligence, respect, and professionalism, and in accordance with the law and Court policy.

Responsibilities may include, but are not limited to:

1. Ensures the efficient disposition of cases by conducting Domestic hearings in accordance with the law and Court policy and issuing recommended orders in Family Division cases.
2. Makes written, signed reports to the Court containing a summary of testimony given, a statement of findings, and a recommendation order.
3. Serves on assigned committees.
4. Manages the courtroom.
5. Recommends procedural and policy changes to management.
6. Submits statistical reports in accordance with departmental guidelines.
7. Performs other duties as assigned.

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

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.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable.**

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

Written Examination	25%
Interview	75%

SELECTION: Applicants will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria. Applicants eligible for an interview will be required to submit a writing sample associated with domestic relations; a minimum of three pages. Applicants who achieve a passing score (minimum score of 70%) on each portion of the examination process shall be placed on the eligibility list according to final scores.

APPLICATION PROCEDURE AND DEADLINE: Applications must be received **no later than 4:30 p.m. on the last day of this announcement. APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH 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. ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** 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 please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION MAY 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 *