

ISABELLA COUNTY TRIAL COURT

The Isabella Trial Court has an opening for a Friend of the Court Referee. The applicant must be a Michigan licensed attorney, a resident of Isabella County, and have five years experience in domestic relations. **The ideal applicant will possess and be able to demonstrate characteristics of experience, working well with others, flexibility, progressive supervisory skills, common sense, strong computer and leadership skills, and have a pleasant personality. Also, will be capable of diplomatic assertiveness, handle and mediate conflict.** Applications and job descriptions are available on-line (www.isabellacounty.org). Please send a cover letter, resume and application via email to the Chief Assignment Clerk, jallen@isabellacounty.org. Salary range \$53,867 - \$66,580, benefits, application deadline is 2/21/14 at 4:30 p.m.

COURT REFEREE

General Summary

Under the general direction of the Chief Judge, assumes responsibility for enforcing court orders relative to protecting the interests and welfare of the minor children involved in divorce and other domestic relations cases. Holds mediation and conciliation conferences of domestic dispute issues. Serves as referee for motions in domestic relations cases. Recommends action to the court and petitions for amendments to orders as warranted. Assists in planning, developing and implementing programs and policies to improve court services and maintain compliance with statute and court rules. Regularly serves as referee for delinquency, neglect and abuse from preliminary inquiries and preliminary hearings through disposition.

Essential Functions

1. Conducts mediation and conciliation conferences with parties on divorce and paternity cases. Works with parties to reach agreement on custody, support, and visitation, and prepares consent order upon agreement. If agreement is not reached, then makes recommendation to the Court.
2. Acts as referee for preliminary inquiries and hearings on delinquency, neglect and abuse cases. Presides over hearings involving status offenders, criminal offenses, and motor vehicle violations which includes taking pleas and determining the disposition of cases. Advises parties on the nature of the hearing, advises children and parents of legal rights, swears witnesses, makes determinations and Findings, determines bonds and/or conditions for release from detention and determines and recommends the appropriate disposition.
3. Hears all motions in domestic relations cases except motions pertaining to adjustments in spousal support. Conducts pre-show cause hearings regarding support, custody, and visitation disputes. Following referee hearings, prepares reports with findings and recommendations for the review of the Judge regarding probation services, placement, foster care, and other evaluation and services.

ISABELLA COUNTY TRIAL COURT REFEREE (2/4/14)

ISABELLA COUNTY TRIAL COURT

4. Assumes responsibility for the intake process which includes reviewing all written complaints including petitions, appearance tickets, and traffic violations. Assesses whether such petitions are appropriately filed and complete and determines the appropriate court action. Ensures that the charge on formal petitions meets the statutory criteria and that the police report shows probable cause.
5. Assists in establishing procedures for the proper care, custody and control of all youths under the Court's jurisdiction and oversees investigation and probation supervision. Reviews court procedures, policies and operations and recommends modifications to the Judge as appropriate. Implements and enforces court policies and procedures.
6. Reviews the more complex matters with staff and assists in the proper application of laws, court rules and policies and assists in the handling of the more difficult and sensitive case matters.
7. Facilitates out-of-home placements for delinquent youth, includes contacting agencies for bed space and approval, arranging transportation, and processing the required documentation and intake information.
8. Manages the cases of adjudicated youth under State supervision by arranging physical examinations and psychological evaluations, reviewing quarterly reports from the State, monitoring progress, and preparing reports and recommendations for the court. Conducts 180 day progress review hearings by meeting with the youth, family, attorney, caseworkers and others to review the appropriateness of the placement, treatment goals and progress.
9. Serves as a liaison with other courts, community organizations, law enforcement agencies, schools and others. Represents the Court on matters related to child welfare programs. Oversees the implementation of programs designed to prevent, intervene, divert, and control delinquent behavior and meet the changing needs of juveniles referred to the Court.
10. Establishes and evaluates referral sources for the youths under court supervision. Responds to inquiries and requests from clients, attorneys, agencies and others providing information about the Court and its policies, addressing concerns and addressing and resolving complaints. Speaks to community groups regarding court services.
11. Serves in on-call duty on nights and weekends for law enforcement and DHS personnel for emergency out-of-home placement requests involving delinquency and child protective matters.
12. Oversees the enforcement of court orders regarding divorce cases, includes authorizing orders to show cause conferring with parties on disputed cases, and advising and assisting

ISABELLA COUNTY TRIAL COURT

staff with enforcement activities.

13. Mediates disputes between parties regarding interpretation and modification of orders pertaining to custody, visitation, and support.
14. Prepares selective reports and recommendations for the court, litigants, and attorneys, and testifies in court as necessary on the evaluation of complex financial documents, tax returns, or other issues.
15. Research and writing including memorandums of law and opinions for the Juvenile Division Presiding Judge when there is no conflict or disqualification in or from a case by doing so.
16. Meets with parties involved in divorce cases on custody, visitation, and other disputed matters to explain relevant policies and answer questions surrounding such domestic relations cases.
17. Receives, investigates, and responds to all initial written grievances received from members of client families, and where appropriate, implements corrective action within the office.

Other Functions

18. Regularly acts as a backup to the Magistrate and other Referee.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Graduate from an accredited law school and a licensed attorney in the State of Michigan.

Experience: Five years of professional level experience in a juvenile court setting with some experience in an administrative/supervisory capacity.

Other Requirements: Valid Michigan Driver's license and have Isabella County residency.

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job

ISABELLA COUNTY
TRIAL COURT

related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Driving to various sites to conduct interviews and follow-up on youths.

Working Conditions:

Exposure to various weather conditions while conducting field work

Exposure to youths with various emotional problems and their parents and others,

Required to be available for calls evenings and weekends.

Exposure to communicable diseases of clients and families.