

The Isabella County Trial Court has an opening for a **Deputy Friend of the Court/Early Intervention Coordinator**. The ideal candidate meets all the requirements of the position, is passionate about public service and communication, is able to work effectively and efficiently with a variety of personalities and backgrounds, is a team player with great attention to detail and strong computers skills, has a positive attitude and is an innovator. If this describes you, please submit an application, resume and cover letter to Kerri Curtiss, Court Administrator, Isabella County Trial Court, by email to kcurtiss@isabellacounty.org, or by fax to 989.779.8022 by **4:30 p.m. on June 25, 2018**. Starting salary is \$49,462.10 plus generous benefit package.

**ISABELLA COUNTY TRIAL COURT
DEPUTY FRIEND OF THE COURT/EARLY INTERVENTION COORDINATOR**

POSITION SUMMARY:

Under the direction of the Friend of the Court, assists with carrying out the duties of the Friend of the Court office. Conducts early intervention conferences to meet with parents regarding child support, custody and parenting time, drafts orders consistent with the agreements reached. Conducts educational courses on all new cases and provides parties with tools to assist them through the court process. Oversees staff training; monitors collection goals, reports and statistics. Researches and implements new technologies and innovative ways to enhance support collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with overseeing the Friend of the Court staff.
- Schedules early intervention conferences to meet with parents regarding issues of child support, custody and parenting time. Interviews parents jointly and drafts consent orders as applicable.
- Conducts educational courses with parties providing information and tools to assist them through the court process (does not provide legal advice).
- Makes appropriate referrals for community based services to assist parties (i.e. employment and counseling resources).
- Provides parents with the tools and information needed so they can effectively communicate throughout the court process and into the future.
- Guides parties to focus on their children when working through the court process.
- Reviews and approves proposed FOC and Judgment of Divorce orders submitted by attorneys and pro-per parties.
- Attends and testifies at De Novo and Show Cause Hearings and prepares orders at the request of Judge.
- Monitors and assists with collection goals.

- Researches and, with approval, implements innovative collection programs and methods.
- Utilizes technology advancements for the collection of child support.
- Reviews caseload reports, histories and referral orders of enforcement and ensures timeliness, accuracy and adherence to court standards.
- Substitutes for enforcement/caseworker staff as required.
- Obtain and provide expertise in the processing of interstate cases.
- Diffuses confrontational clients and handles emotional situations.
- Monitors and assists with staff training.
- May serve as liaison with other agencies.
- Compiles statistics for State reporting, billing and in office performance.
- May prepare, monitor and edit the Cooperative Reimbursement Program federal grant as directed.
- Answers/responds to complaints against Friend of the Court staff, including FOC Referee.
- All other duties as assigned. 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.

EXPERIENCE, SKILLS, EDUCATION

- Bachelor Degree in psychology, social work or related field is required. Master Degree preferred.
- 3-5 years previous work-related skill, knowledge or experience is required. Previous Friend of the Court experience is preferred.
- Dispute resolution training and/or experience is preferred.
- Considerable knowledge of judicial procedures.
- Ability to communicate effectively and efficiently with management, co-workers, clients and outside agencies.
- Proficiency in Microsoft Office Suite and ability to efficiently learn new computer software systems. MICSES experience is preferred.

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-related selection or promotional criteria.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Ability to access various files throughout the court.
- Ability to operate general and specialized office equipment.
- Ability to enter and retrieve computer information.
- Ability to withstand prolonged periods of sitting.
- Ability to hear and speak to others to receive and convey information effectively.
- Generally work in a normal office environment where there is moderate noise levels and many interruptions.
- Stand and walk, climb stairs
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Exposure to individuals charged with or convicted of criminal offenses.
- Exposure to individuals who may be unhappy or upset.

AN EQUAL OPPORTUNITY EMPLOYER