



PLEASE POST

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

POSITION POSTED: Domestic Relations Specialist
SALARY RANGE: \$36,390.00 - \$48,917.00
DATE POSTED: July 2, 2018 – July 23, 2018

NOTE: Individuals hired in this job title will start at the minimum salary rate.

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

A PERSON MAY NOT PARTICIPATE IN 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 course work 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.

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.

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. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

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

Evaluation of Training, Experience & Personal Qualifications	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.** **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.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE 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 ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0200-0015

Date Issued: 08/09/2012

TITLE: DOMESTIC RELATIONS SPECIALIST

SUMMARY:

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. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Interviews parties in domestic relations actions to gather information for court processes to establish, enforce, and modify child support, spousal support, parenting time, and custody.
- Prepares documents, reports, and recommendations based upon interviews of parties and other sources to assist the Court in making appropriate legal determinations.
- Communicates with governmental agencies and other sources to obtain information such as Income verification; and communicates with litigants, attorneys and others to explain court policies, procedures, orders, and regarding other relevant matters.
- Advises litigants that they have legal rights and responsibilities.
- Records Family Support Orders, Orders of Filiation, Ex-Parte and Temporary Orders, Divorce Judgment and Modification Orders, etc.
- Initiates appropriate establishment, modification, and enforcement actions in accordance with federal regulations, state statutes, and court policies.
- Provides in court-assistance to jurists, referees, and staff attorneys to resolve domestic relations issues, including testifying, preparing court orders and providing guideline, case, and account information.
- Computes and verifies child support charges and pursues necessary corrections; calculates arrearage balances based upon court orders, court procedures, and payment and expense histories.
- Reconciles payment records with public assistance data and other child support agencies' records to ensure proper disbursements and refunds.
- Maintains and reports statistical and other case and account data and provides updates to management and systems following established procedures.
- Uses limited dispute resolution techniques to assist litigants and resolve conflicts related to court-ordered matters.
- Observes the collection of genetic test samples and processes accompanying documentation to ensure the established chain of custody.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university, preferably with course work 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.

OR

More than two (2) years of experience as a Court Information Specialist I or II with duties that involve face-to-face interaction with the public, responding to outside agencies, updating accounting arrearages or initiating collections, and initiating inquiries to appropriate departments and outside agencies.

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0200-0015

Date Issued: 08/09/2012

TITLE: DOMESTIC RELATIONS SPECIALIST

QUALIFICATIONS: (continued)

- Experience using MS Office Suite and relevant software and systems.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply general rules to specific problems to produce positive results.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent written communication skills for preparing reports and recommendations.
- Skill in managing one's own time, as well as the ability to meet deadlines.
- Working knowledge of Court processes and procedures.

WORK ENVIRONMENT:

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- This position requires frequent face-to-face contact with individuals who may be under duress.

PHYSICAL REQUIREMENTS:

- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five years..

Third Judicial Circuit of Michigan
Office of Human Resources

Classification Code: 0200-0015

Date Issued: 08/09/2012

TITLE: DOMESTIC RELATIONS SPECIALIST

The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

08/09/2012	Updated for content and format.
03/06/2013	Updated for content
11/25/2015	Updated for content
05/05/2016	Updated for content
06/01/2017	Updated for content and format.
12/08/2017	Updated for content