

Friend of the Court – Administrative Officer

GENERAL SUMMARY

Primary function of the job is to serve as Administrative Officer for Friend of the Courts office, whose primary purpose is to conduct investigations and make recommendations to the Circuit Court, Family Division, for court orders relative to child custody, parenting time, and child support in domestic relations cases. Employee in this position is responsible for budgeting, public relations and legal and regulatory compliance of the Friend of the Court. Employee has formal supervisory responsibilities over department staff.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This job may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Directs the activities of the administrative office of the Friend of the Court, which include: conducting investigations, making recommendations on proposed court orders relative to child custody, parenting time, and child support in domestic relations cases.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines to protect the interests of the Friend of the Court and maintain the integrity of records in compliance with legislation, regulations, and policies.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans. Researches, develops, applies for, and monitors grants for compliance.
- Supervises designated staff, including overseeing work, hiring, training, disciplining, establishing, and evaluating appropriate performance standards in accordance with the Circuit Court's objectives.
- Ensures the office carries out its statutorily prescribed functions in an efficient and cost-effective manner.
- Oversees investigative activities of the office, including reviewing and critiquing reports and recommendations prepared by staff for the court with recommendations on child custody, support, and parenting time; ensures reports and recommendations are compliant and consistent with prior court cases, statutes, court rules, and other regulations.
- Tracks and analyzes Federally-mandated performance factors and determines incentive revenues.
- Performs a variety of specialized research and reporting in assigned area of responsibility and resolves related discrepancies or erroneous data to ensure compliance.

- Performs public and client relations, including educating the public concerning the services and activities of the unit, explaining office and court procedures to the public, clients, and the bar association.
- Coordinates work activities with other agencies, departments, and/or other applicable agencies.
- Prepares and presents motions to modify court orders, resolve disputes, or enforce orders.
- Conducts court arraignments and contempt hearings, including preparing files, investigating cases, and presenting case facts in a court hearing, to enforce orders for support, custody, parenting time, medical/health care, and childcare reimbursements; prepares and presents motions on other case issues.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups
- Receives, compiles, generates, and maintains a variety of reports.
- Obtains and reviews monthly report of cases eligible for possible closure; reviews and analyzes cases; makes recommendations for closure; updates associated databases; and prepares related reports and orders for case closure.
- Serves as MiCSES (Michigan Child Support Information System) local options administrator.
- Oversees special projects at the direction of the Circuit Court or State.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Juris Doctorate from an approved university.
- Four to six years prior domestic relations legal experience, including two years of prior supervisory experience

CERTIFICATIONS, LICENSES

- Certificate of 40 hours of facilitative mediation training.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization. Few, if any, guidelines exist. Leadership, judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the Judges or County's senior executives to resolve, or may not be resolvable.

Compared to Chief Deputy Friend of the Court, has full authority and responsibility over department operations

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Advanced knowledge of Friend of the Court statutory and regulatory requirements
- Specialized knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving complex problems to ensure compliance

Grand Traverse County, MI Job Description

- Ability to provide effective mediation services
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently