



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

Court Referee

GENERAL SUMMARY

Primary function of the job is to conduct and adjudicate a variety of hearings, including preliminary hearings, motion hearings, change of plan hearings and trials. Makes recommendations to the court.

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

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

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

- Conducting and adjudicating a variety of hearings in order to make recommendations to the court.
- Reviews various court documents and case law.
- Assists counsel in drafting settlement agreements.
- Reviews requests for personal protection orders and makes recommendations to the court.
- Represents the court in meetings and other public forums.
- Works collaboratively with other courts, law enforcement agencies, as well as federal, state, and county government agencies and officials to research and resolve issues.
- Performs specialized legal research and reporting in assigned area of responsibility and resolves related discrepancies or erroneous data to ensure compliance with established rules, court orders, policies and laws.
- Receives and processes a variety of requests for information, actions, forms, orders, notices, and/or other related information.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Juris Doctorate from an accredited university.
- Four to six years directly related experience as an attorney.

CERTIFICATIONS, LICENSES (minimum requirements)

- Member in good standing with the State Bar Association of Michigan.
- Must have 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



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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.

- May be required to serve in an "on-call" capacity.

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. Regular contacts with co-workers, other agencies and the public to obtain and/or provide information, with the handling of difficult people expected. Errors at this level at this level could lead to the loss of life or major harm or life impairment.

This job is not part of a series.

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 be required to lift/move up to 50 pounds (such as a box of paper)
- May be exposed to infectious diseases, and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced knowledge of court rules, applicable laws, policies and procedures
- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Proficiency in the development of appropriate written correspondence and reports
- Skill in use of personal computer software, including word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- 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 explain complex policies and processes in layman's terms
- Ability to maintain the confidentiality of information and professional boundaries
- Able to use County resources effectively and efficiently