

**INGHAM COUNTY  
JOB DESCRIPTION**

**ATTORNEY REFEREE - CIRCUIT COURT - FAMILY DIVISION**

**General Summary:** The Attorney Referee conducts, on behalf of the Judges of Circuit Court - Family Division, preliminary inquiries, preliminary hearings, non-contested hearings, pre-trials, and final hearings on children petitioned before the Court on delinquency and neglect cases. He/she also determines custody of minors, does risk/needs assessments, recommends diversion, and arranges community service, orders restitution, monitors progress, does research for the Judges on request and assists in training other referees. The Attorney Referee is under the general direction of the Family Division Administrator, but functions in a quasi-judicial capacity.

**Essential Functions:**

1. Hold preliminary hearings, preliminary inquiries, arraignments, hearings to designate juveniles for adult handling, pre-trials, motions, trials, dispositional hearings, permanent wardship hearings, dispositional review hearings, Permanency Planning Hearings, and Post-Termination Reviews.
2. Advise minors, parents, agencies, police, school personnel, victims, and other parties on proper court procedures, policies and services available.
3. Coordinate neglect and abuse hearings with Protective Services and other agencies.
4. Conduct legal research and assist in training referees.
5. Attend and conduct staff meetings, in-service training and related conferences.
6. Advise and train attorneys who practice in the juvenile division concerning proper court procedure and policy.
7. Serve as intake and on-call referee, and perform all duties of a non-attorney Intake Referee.
8. Advise and consult with staff on intake, diversion, and other legal issues.

**Other Functions:**

9. As directed by the Administrator, fill in for FOC Attorney Referees at times of high demand / personnel shortage.
10. As directed by the Administrator on an incidental basis, may lecture at LCC, MSU, Cooley Law School, area schools and conduct training for agencies and service clubs regarding the Courts as well as for the Michigan Judicial Institute for statewide training of judges and court personnel.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Must be a graduate of a law school holding a Juris Doctorate degree and be an attorney in good standing with the Michigan State Bar.

**Experience:** Must have at least three (3) years of related legal or work experience dealing with at-risk youth and their families, and court operations.

**Other Requirements:** Licensed to practice law in the State of Michigan.

*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:** *[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.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry files.
- Ability to access all areas of the office, the courts and the jail.

**Working Conditions:**

- Works in office setting and the courtroom, but may travel to other County facilities.
- Exposure to youth, their parents, and other individuals in various emotional states who may be verbally abusive, hostile and potentially physically violent.
- Exposure to individuals with communicable diseases.