

**INGHAM COUNTY**  
**CHIEF REFEREE - CIRCUIT COURT - FAMILY DIVISION**  
(Administrator/Legal Proceedings)

**General Summary:**

The Chief 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 does research for the Judges on request and assists in training other referees. The Chief Referee is under the general direction of the Family Division Administrator.

**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. Authorize attorney vouchers and serve as back-up to the Family Division Administrator to approve time cards.
8. Serve as on-call referee.
9. Supervise Court Officer, Court Recorders, Traffic Referee and Unit Secretary and address issues of court operations and security.

**Other Functions:**

10. As directed by the Chief Judge 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 Michigan Judicial Institute for statewide training of judges and court personnel.

**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 Bar Association.

**Experience:** Must have at least five years of related work experience dealing with at-risk youth and their families, and court operations

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**Other Requirements:**

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):

**Working Conditions:**

Works in office setting and the courtroom.  
Exposure to youths with various emotional problems and/or violent youths and their parents.

