

INGHAM COUNTY JOB DESCRIPTION

INTAKE REFEREE

GENERAL SUMMARY:

The Intake Referee conducts preliminary hearings and inquiries on petitions, takes testimony, investigates family situations, determines probable cause, decides appropriate legal action, takes pleas, determines custody of minors, produces preliminary orders, and assigns to Court Officer for further investigative work or supervision. The Intake Referees arrange community service, restitution, therapy, and monitors school progress. The Intake Referees are under the general direction of the Assistant Probate Court Administrator.

TYPICAL DUTIES:

1. Hold preliminary inquiries regarding minors charged with violating the law. Analyze information given, assess attitudes, family and social background and determine appropriate court service. Take formal pleas and assign to Court Officer as appropriate.
2. Hold Preliminary hearings regarding both delinquent and protective matters. Determine legal actions, make emergency decisions on custody utilizing thorough knowledge of the Michigan Juvenile Code and Court Rules. Perform on-call duty as requested, which includes being "public contact" for the court, answering inquiries from parents, police and other professionals as to Court policies and procedures and giving advice to parents.
3. Supervise informal Court cases which includes:
 - a. Contacts with victims
 - b. Arranging restitution
 - c. Monitoring school progress
 - d. Referrals for therapy, psychological assessments, etc.
 - e. Maintaining legal files
 - f. Advising parents
 - g. Attending various staffing, or meetings with schools, therapists, etc.
4. Act as an advisor to Court and D.S.S. workers regarding legal procedures and technical aspects of filing petitions, testifying in Court, investigation and supervision. Must be available for consultation and guidance to less experienced workers.
5. Provide for all courtesy investigations and/or supervision of minors for other County/State departments which includes personal contacts, referrals and reports to sending agencies.
6. Gather and prepare materials for JCO and/or Sr. JCO use with non-contested, non-custodial cases. This includes taking family history, administering WRAT-II educational tests, making initial contacts with schools, therapists, arranging psychological and/or substance abuse evaluations.

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7. Substitute for Assistant Probate Court Administrator in his/her absence, and assume daily responsibilities for that positions.
8. Prepare and present cases for specialized Court Programs, i.e., Crossroads, Intensive Probation, Intensive Neglect, Residential Services, or Community Services.
9. Maintain daily, weekly and monthly statistics on all cases brought through the Intake Department. Represents the Court in public speaking engagements and on various community committees.
10. Serve on weekend on-call duty on a rotating basis to make emergency decisions on child custody issues or crisis situations with Court wards, and hold preliminary hearings.
11. Maintain regular contacts with other agencies such as schools, police, public and private social agencies who may have involvement.
12. Maintain a current log of all contacts and keeps case files up-to-date.
13. Attend regularly scheduled staff meetings and in-service training sessions.
14. Supervise and evaluate volunteer probation officers, tutors, and student interns performing field work responsibilities at the Court. Guides lower classified employees in the procedural and technical aspects of intake, investigation and supervision. Must be available for consultation and guidance to less experienced workers.
15. Must be capable of performing any of the specific responsibilities of the Senior Juvenile Court Officer or Juvenile Court Officer in the different divisions of the Court: Intake, Delinquency, Neglect, Foster Care, Intensive Probation Services, Intensive Neglect Services, and Crossroads.

ESSENTIAL JOB FUNCTIONS:

With or without accommodations, this employee must be able to visually scan, review and read legal petitions to individuals and associated parties during intake hearings. Must be capable of listening to verbal testimony, and make binding legal decisions regarding custody. Will be required to maintain a written record of their findings. Requires the use of a standard voice telephone system for communication with the general public. Must be physically able to access public and private facilities and residential homes. Must be physically and mentally capable of handling a rotational weekend on call schedule which includes a 24 hour a day emergency on call duty. Job involves operating personal vehicle for on call hearings at various locations and conducting home investigations. Position involves sitting for long periods of time. At times may be required to restrain clients.

DEGREE/EXPERIENCE:

Must be a graduate of a four-year college program. Bachelor's degree in Social Science field or closely related area preferred. Two to three years previous and related work experience required.



12-93

8-94/ADA

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.