

**INGHAM COUNTY
ASSISTANT FOC/LEGAL**

General Summary:

Provides supervision to the investigative and enforcement divisions within the Friend of the Court office. Supervises the maintenance of all personnel records within the Friend of the Court and is first-line contact for those issues. Interviews job applicants for the divisions supervised and makes recommendations to the Friend of the Court. Initiates policy, procedure revisions, and training, and acts in the absence of the Friend of the Court for those matters as indicated.

Essential Functions:

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

1. Supervisor over enforcement which includes referee functions, supervisors, and enforcement staff. Responsible to develop policy, procedures and training for that unit.
2. Supervises the investigative division which includes conciliation/mediation, custody and financial investigators. Responsible to develop policy, procedures and training for that unit.
3. Supervises the maintenance of all personnel records and is first-line contact for personnel issues. Signs all personnel forms relative to new hires, reclassifications, temporary appointments, terminations, etc.
4. Conducts referee hearings, as required. Must be a member in good standing of the State Bar of Michigan pursuant to MCR 3.215.
5. Coordinates responses to letters of inquiry or complaints directed to management with regard to the sections supervised, including some grievances.
6. Responds to contacts by legislative bureaus, other governmental agencies locally, state-wide and nationally, relative to office policy, organization, statistics, court procedures, etc.
7. Participates in the presentation of an orientation program for new support cases, as required.
8. Coordinates with the Friend of the Court on establishment and implementation of office policy and procedures, personnel matters, form designs, etc.

9. Assists in the preparation of various required statistical reports such as the annual report, Supreme Court Administrator's Office statistical report, etc.
10. Coordinates with the Assistant FOC / Operations on matters requiring action when the Friend of the Court is absent.

Other Functions:

11. None listed

Employment Qualifications:

Education: A law degree and member in good standing of the State Bar of Michigan.

Experience: Five years of related experience in the legal profession dealing with domestic relations, family law or related work experience.

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):

With or without accommodations, this employee must be able to effectively communicate verbally in person, over the telephone and in public presentation setting. Must be able to visually scan, review and read correspondence, court documents and case law. Must have the mental capacity to make sound judgments and informed decisions in regards to case by case actions and performing staff supervision. Must be able to operate word processors, typewriters, and all other general office equipment. Must be capable of working alone as well as in conjunction with other management and court staff. Must be a lawyer in good standing with the State Bar of Michigan. Must be able to operate own automobile. Will lift, carry, push and pull weights of 25 lbs daily. Sits, stands and walks throughout the day. May climb stairs and walk on various terrains to and from court or other public facilities.

Working Conditions:

Works in office conditions.

September, 1999