

**INGHAM COUNTY  
JOB DESCRIPTION**

**ATTORNEY/REFEREE**

**General Summary:**

Under the general direction of the Friend of the Court, serves as a Referee for a variety of domestic relations matters involving child support, custody, parenting time, medical support, spousal support, show cause and change of domicile cases. Appears in court concerning enforcement of support, parenting time and other matters as required and/or directed. Conducts enforcement hearings at the County jail on lodged persons who have been arrested on bench warrants. Provides legal advice to FOC staff and researches, analyzes, and prepares recommendations on other related matters.

**Essential Functions:**

1. Conducts evidentiary hearings concerning modification or enforcement of child support orders, parenting time orders, custody orders, medical orders, spousal support, show cause hearings and bench warrant hearings.
2. Hears sworn testimony from witnesses and parties on the record. Applies court rules, relevant Acts and other statutes and case law as may be applicable.
3. Makes findings of fact and conclusions of law concerning the testimony and evidence submitted and renders written rulings in the form of Recommended Orders.
4. Appears in court on Friend of Court motions, orders to show cause and other enforcement actions to represent the FOC. Presents testimony on the matter, and makes recommendations on possible sanctions.
5. Prepares legal documents for the modification and enforcement of Court Orders, including stipulations, approval of judgments, and petitions for non-traditional enforcement mechanisms sought from the Court including LEINS, garnishments, and license suspensions.
6. Conducts administrative hearings on tax intercepts, delinquency notices, account adjustments, and related matters.
7. Assists in formulating enforcement strategies with casework staff and management. Establishes procedures and forms for new enforcement techniques or modifications to existing methods.
8. Responds to legal questions from the staff, private attorneys, and other interested parties. Provides legal advice to staff including the interpretation of court orders, pleadings, statutes, and applicable case law. Prepares staff for subpoenas and provides assistance in other legal matters.

9. Researches, analyzes and remains abreast of statutes, court rules and case law related to areas of the law impacting FOC operations.
10. Performs supervisory and management functions and responsibilities as assigned or delegated by the Friend of the Court.

**Other Functions:**

11. None listed.

*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:** Graduation from an accredited law school.

**Experience:** Five years of progressively more responsible experience as an attorney in the practice of family law and with extensive familiarity with Court proceedings.

**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 conditions but travels to the jail as necessary.
- Exposure to individuals in various emotional states who may be verbally abusive, hostile and potentially physically violent.
- Exposure to individuals with communicable diseases.