

**INGHAM COUNTY
JOB DESCRIPTION**

CONCILIATOR INVESTIGATOR

General Summary:

Under the supervision of the Supervisor of Investigations, conducts conciliation conferences in an attempt to resolve custody, parenting time, child support and spousal support disputes. Conducts investigations involving child custody, parenting time rights, and financial reviews at pre and post judgment levels. Writes recommended stipulations, court orders and other agreements and correspondence. Conducts analysis of financial data and makes recommendations for support.

Essential Functions:

1. Conducts Conciliation hearings to assist parties to reach an amicable resolution regarding custody, parenting time, child support spousal support and/or medical insurance and expense disputes. If the parties do not reach agreement, prepares a recommended order, which may include a recommendation for a full investigation.
2. Conducts a variety of investigations including child custody, parenting time rights, and financial reviews at pre and post judgment levels. Investigations conducted may include home inspections and interviews with minor children, juvenile court representatives, neighbors, school and medical personnel, involved community agencies, police departments, and other involved parties.
3. Reviews and analyzes technical and legal documents relating to the case including motions, depositions, transcripts, evaluations and child protective proceedings documents.
4. Analyzes financial information provided by the parties and their employers, including wage documentation, child care verification, medical cost and insurance documentation, and records relating to unemployment, disability and other financial sources. Prepares detailed financial reports and recommendations utilizing the Michigan Child Support Formula and spousal support guidelines.
5. Prepares and submits detailed written reports, stipulations and orders containing recommendations predicated on the child's best interests as well as relevant substantive and procedural law.
6. Testifies in court as required regarding the content of investigative reports.
7. Maintains a close working relationship with other professionals including judges, attorneys, psychologists, and physicians. Provides advice in the technical aspects of child support, custody, parenting time, spousal support and health care determinations.

8. Performs a variety of functions relating to case management including scheduling conferences, meeting court deadlines, maintaining statistical data and compiling evidence.
9. Presents orientation programs to educate parents on FOC operations, services, polices and the needs of the children during the crisis of separation.
10. Stays abreast of procedural and substantive aspects of Family Law. Provides guidance and training to other staff members regarding new statutes and court procedures.
11. May facilitate the apprehension of persons subject to FOC bench warrants by notifying police of individuals in the office with outstanding warrants.

Other Functions:

12. 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: Possession of a Bachelor's Degree in the fields of Social Work, Psychology, Social Sciences, Sociology, Human Services, Law, or other closely related field.

Experience: Two or more years of relevant experience in an office of the Friend of the Court, or a related legal setting. Investigative experience is preferred.

Other Requirements: Valid State of Michigan Driver's License.

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 weighing up to 30 lbs.

Ability to access all areas of the office, the courts and residences when conducting home inspections.

Working Conditions:

Typically works in an office setting.

Visits client's residences and other sites in the course of investigations.

Regular contact with hostile and potentially dangerous persons.

Works in close contact with people going through extreme emotional turmoil.

