

INGHAM COUNTY JOB DESCRIPTION

INVESTIGATIVE COORDINATOR-FOC

General Summary :

Under the supervision of the Supervisor of Investigations-Friend of the Court, serves as lead worker for support staff of the investigative unit of the office of the Friend of the Court. Review various court documents on cases in process in the unit to determine if action is required by the investigative unit and extracts necessary information and enters to the data system of the unit. Assigns and tracks cases in the unit. Responds to inquiries of clients, attorneys, court staff and others on investigative status and activity.

Essential Functions :

1. Serves as lead worker for clerical support staff assigned to the investigative unit, includes training staff, making work assignments, assisting staff with procedural questions, and ensuring the flow of work through the unit.
Enters information to the investigative unit data system, including type of investigation, assigned investigator, hearing and other event dates, and related information. Maintains the tracking system of cases in the investigative unit. Compiles, maintains, and reports investigation statistics for the unit in compliance with the State Court Administrator's Office (SCAO) requirements.
2. Reviews court papers such as judgments of divorce, temporary orders, petitions, motions, notices of hearings and other documents to ensure necessary information is extracted and entered to the system.
3. Processes rotating assignment of cases for Investigators, includes assigning and tracking financial investigations as well as custody and parenting time investigations.
4. Provides information to attorneys, clients, court staff and others on the status of investigations as well as procedures of the investigative unit.
5. Reviews and interprets orders to identify follow-up action necessary of the investigative unit and support staff.
6. Assists with reviewing and distributing courier mail.
7. Performs the work of other support staff of the investigative unit as necessary.

Other Functions :

8. None listed.

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.

Employment Qualifications :

Education: High school graduation or equivalent, with some advanced coursework related to data processing.

Experience: Two years of experience in a court or related legal setting providing familiarity with legal terminology and data processing systems similar to that used in the office.

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]:*

Ability to access departmental files.

Ability to enter and retrieve information from a computer.

Prolonged sitting while entering data to computer.

Uses step stool to retrieve and replace files.

Lifting and carrying of files and other materials weighing up to 25 lbs.

Working Conditions:

Works in office conditions.