

**INGHAM COUNTY  
JOB DESCRIPTION**

**SUPERVISOR OF INVESTIGATIONS**

**General Summary:**

Under the general supervision of the Assistant Friend of the Court, supervises and directs the work activities of investigative and support staff of the Investigative Unit. Ensures timely completion of investigations and conciliation conferences. Conducts conciliations and investigations involving child custody, parenting time rights, and financial reviews at pre and post judgment levels. Serves as a statutorily mandated mediator for the Friend of the Court. Recommends, establishes, and implements policies and procedures for the investigative unit and related processes.

**Essential Functions:**

1. Supervises the work activities of investigative and support staff, includes participating in employment interviewing and selection, training, assigning work, scheduling staff, reviewing and evaluating performance, and dealing with employee relations matters in the early stages.
2. Assigns cases to investigators and conciliators and ensure proper and timely work product and work flow. Provides assistance on handling of cases, and responds to questions on substantive and procedural legal issues.
3. Recommends, establishes and implements policies, procedures and forms for investigations, conciliation, and financial reviews.
4. Reviews all post judgment petitions filed with the court to determine the proper routing of a case. Explores problem cases and attempts to resolve.
5. Provides liaison with parties, private counsel, FOC staff and court personnel in regard to policy and procedural issues, problems or complaints relating to the functioning of the Investigation Unit.
6. Conducts overflow of conciliations and investigations as necessary.
7. Serves as a statutorily mandated mediator for the Friend of the Court.
8. Stays abreast of procedural and substantive aspects of Family Law. Provides guidance and training to staff on new statues, court procedures or other policies of the office.
9. Prepares motions of statutory required two-year child support review.
10. Presents orientation program to educate parents of FOC operations, services, policies and the needs of children during the crisis of separation. Updates presentations and materials as necessary.
11. Conducts informational classes for pro se litigants who wish to modify their existing custody, parenting time or support orders. Explains legal terminology, procedures and forms to use in filings.

12. Maintains unit statistical data for reporting to the State Court Administrator's Office.

**Other Functions:**

13. 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 Master's Degree in Social Work, Counseling, Family and Community Services, Psychology or a closely related field. Juris Doctorate desirable.

**Experience:** Five years of family law or Friend of the Court work experience. Prior experience in social work, psychology, or family counseling desirable. Prior supervisory experience preferred.

**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 computer systems.
- Ability to lift and carry files and folders.
- Ability to access all areas of the office and the courts.

**Working Conditions:**

- Works in an office setting.
- Exposure to individuals in various emotional states who may be verbally abusive or hostile.