

JOB DESCRIPTION: FRIEND OF THE COURT DIRECTOR

FULL TIME EMPLOYEE: ANNUAL SALARY RANGE: \$68,827.00 - \$81,900.00

The Hillsdale County Friend of the Court Office (FOC) is responsible for the enforcement of domestic relations orders of the 1st Judicial Circuit Court. Additionally, the FOC investigates parties and circumstances involved in domestic relations cases and makes recommendations to the Court regarding custody, parenting time and/or support. The Friend of the Court Director has the ultimate responsibility to ensure the FOC team meets these statutorily mandated duties. The primary duties of the Friend of the Court Director are:

- Plans, organizes and directs all aspects of the Office's operations including personnel, budgeting, planning and general administration and ensures that all the Office's operations are in compliance with applicable statutes, administrative orders and court rules.
- Interprets laws, regulations, County and court policies to staff; provides expert professional assistance in handling difficult administrative or case related problems. Further responsibility to monitor legislation, court decisions and court rules and administrative actions that may affect Office operations.
- Reviews caseload reports, histories and statistics and ensures that the Friend of the Court Office is meeting established performance goals. Primarily responsible for compilation of specific data and the preparation of State Court Administrative Office (SCAO) reports.
- Primarily responsible for ensuring that all of the Office's alternative dispute resolution (ADR) mechanisms are conducted appropriately and in compliance with applicable statute and court rule. Conducts FOC Joint Meeting and FOC Facilitation — Information Gathering Meetings.
- In conjunction with the Lead Supervisors and the Deputy Friend of the Court develops and implements innovative collection of child support programs, as well as, initiatives to enhance the processing of custodial / parenting time complaints.
- Primarily responsible for calculating and processing all child support orders at the inception of each new support case.
- Primarily responsible for researching and responding, in a prescribe manner, to all formal grievances received by the office.
- Prepare all legal documents required in order to establish paternity and support cases as referred by the Office of Child Support and DHHS.

- Assist and advise the Family Division regarding child support, custody, parenting time and ROPA issues, as requested.
- Conduct child support interviews, prepare and file pleadings as needed to complete the establishment process.
- Monitor and improve Hillsdale County metrics as necessary for maintenance and improvement of the local IV-D program and compliance with the IV-D grant.
- Provide legal support and guidance to the staff assigned to the Establishment Unit and any other unit in the Office as needed.
- Know and apply UIFSA and UCCJEA requirements and for intergovernmental cases.
- Ensure federal Contract Performance Standards compliance.
- Prepare administrative reports and grant reports as required by the Office of Child Support or the Friend of the Court/Deputy Friend.
- Complete special projects and assignments as requested by the Friend of the Court and/or Deputy of the Friend of the Court.
- Participate in state or regional collaborative associations and efforts on behalf of the Office.
- Train FOC staff or court staff as requested on issues related to IV-D services.
- Professional interaction with the public as necessary for case processing.
- Represent the Office at any events, conferences or meetings as requested.
- Serves as the Office's Michigan State Police L.A.S.O.
- Any other assignments necessary for the Office as assigned by the Friend of the Court or Deputy Friend of the Court.

EDUCATION:

Licensed attorney (in the State of Michigan) is preferred but not required.

EXPERIENCE AND SKILLS:

- A minimum of five years paid, full time previous civil, criminal, juvenile, family, or probate legal experience in an attorney capacity is required.
- Computer skills in data analytics, database utilization, word processing and spreadsheets preferred.
- Communication skills necessary interact professionally and in a courteous manner with coworkers and the public.

- Highly organized with strong aptitude for learning new systems.
- Ability to manage a busy office and supervise multiple professional employees.
- Excellent writing and speaking skills with proper use of the English language including grammar, spelling and punctuation.
- Ability to work on cases and projects requiring concentration and attention to detail.
- Ability to handle pressures related to compliance, deadlines, and professional expectations.

The qualifications listed above are guidelines for selection purposes, alternative qualifications may be substituted if sufficient to perform the duties of the job.