Oceana County

JOB DESCRIPTION

Bargaining Unit: General, Non-Union
FLSA: Exempt

Job Title: Friend of the Court

Salary Range: PALSS

Department: Circuit Court

Hours: 40 hours/week
2,080 hours/year
Perm, Full time

General Summary:

Under the general direction of the Presiding Family Court Judge, directs the staff responsible for the enforcement of Circuit Court orders as they pertain to minor children. Responsible for planning, personnel, financial management and all other administrative functions of the office.

Essential Duties and Responsibilities:

These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the Presiding Family Court Judge. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.

- Manages all FOC operations. Ensures prompt and accurate collecting, recording and disbursing of support payments and statutory fees, oversees the investigation of custody, parenting time and support issues. Directs the enforcement of custody and parenting time, child support and related provisions of court orders.
- Responsible for the personnel management functions of the office, includes, but not limited to making employment recommendations, training, assigning work, evaluating performance evaluations and handling the employee relations and functions of the office.
- Coordinates operations with the Court, county and state officials to ensure that all policies regulations, orders and statutes pertaining to child support, custody and parenting time are complied with.

- Responsible for the implementation and maintenance of an accounting system for all the collection and processing of support payments. Coordinates the development and modification of accounting procedures.
- Oversees and coordinates mediation, conciliation and related programs for child custody, parenting time, and all other such pre and post judgment disputes.
- Advises and counsels staff on the more complex and difficult issues regarding operations and specific case issues.
- Ensures evaluation of the level of child support upon written request of a client or as required by federal regulations to determine if modification is warranted. Conducts 3 year child support reviews, child support investigations and child support review hearings.
- Prepares consent orders where agreement is reached regarding child support, medical support, custody and parenting time.
- Prepares the budget and monitors budget execution and ensures compliance with budgetary limitations.
- Ensures parties and attorneys are informed of the duties and resources of the office of Friend of the Court, including mediation conciliation enforcement and the client grievance procedure. Prepares and provides and FOC handbook as required by statute.
- Coordinates with the State of Michigan, Department of Information Technology, and supervises the implementation of IT systems within the office.
- Develops policies and procedures which guide all FOC operations.
- Responsible for compliance with grant requirements (if any} and federal and state reporting requirements. Oversees the cooperative reimbursement budget and administers the incentive program to generate revenue for the general fund.
- Responsible for the FOC grievance procedure, investigates and decides grievance matters and maintains necessary records. Meets with clients on particularly troublesome or difficult issues. Handles high profile cases.
- Appears before the Court when it is required to present testimony and/ or recommendations on custody, parenting time, non-support cases, as well as support modification and medical cases and parenting time enforcement cases.

- Researches and analyzes statutes, court decisions and other regulations to determine the impact on court operations and procedures.

Knowledge, Skills, & Abilities:

- Knowledge of managerial and administrative principles and practices; planning and organization, basic to intermediate accounting.
- Exhibits a strong commitment to judicial/public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with court and county personnel.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

Preferred / Minimum Qualifications:

Education:

- Bachelor's degree or equivalent in business administration, management or the behavioral sciences with management coursework. Prefer graduate casework in management, public administration or related areas and/or law degree.

Experience:

- Five years of experience, with at least three years of supervisory/managerial experience, alternative dispute resolution/mediation, familiarity with information management, personnel management, accounting and/or other areas of administration, preferably in the office of the Friend of the Court.

Physical and Mental Abilities Required for Performing Essential Job Functions:

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Ability to operate a motor vehicle.

Working Conditions:

- Works in a comfortable office environment provided by the county/court.

Other Requirements (if applicable):

- Valid Michigan driver's license and a good driving record.

Oceana County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.