

## **Muskegon County 14<sup>th</sup> Circuit Court FOC ENFORCEMENT ATTORNEY**

The Muskegon County 14th Circuit Court has an immediate opening for a FOC Enforcement Attorney position. Please email a cover letter, writing sample, and resume to Alisha Riedl at [riedlal@muskegoncounty.net](mailto:riedlal@muskegoncounty.net) . Pay range is \$64,220 - \$81,265.60; application deadline is 5/21/19. Below is the job description:

### General Summary

The FOC Enforcement Attorney performs attorney functions in the areas of establishment of paternity and support, and enforcement for child support, parenting time and custody. The FOC Enforcement Attorney also supervises the Friend of the Court staff in these areas. The FOC Enforcement Attorney's role in establishing paternity in Michigan includes receiving referrals from the Michigan Department of Health & Human Services, filing complaints for paternity and support in the Circuit Court, arranging DNA testing, conducting hearings in Circuit Court, and preparing orders for paternity and support, that include recommendations or agreements for parenting time and custody.

### Essential Functions

1. Supervises and directs Friend of the Court staff regarding the processing and enforcement of child support, parenting time, custody, motions, and orders.
2. Researches and examines legal documents, applicable law, and prior court decisions to obtain information applicable to issues and cases pending before the courts. Prepares memorandums of law and draft opinions.
3. Researches statutes, case law, and court rules.
4. Analyzes factual and legal issues and drafts legal memoranda which include conclusions reached as to the status of the law for the courts and Friend of the Court.
5. Participates in court proceedings.
6. Prepares orders regarding child support, parenting time, and custody.
7. Enforces court orders regarding child support, parenting time, and custody.
8. Assists and advises the Family Division Judges regarding child support, parenting time, and custody.
9. Responds to questions from the public, attorneys, and other agencies on child support, parenting time, and custody inquiries.
10. Prepares various administrative reports.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **Employment Qualifications**

**Education:** Graduation from an accredited law school.

**Experience:** Two years minimum experience in family law or criminal law. Supervisory experience preferred.

**Other Requirements:** Licensed to practice law in Michigan.

**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 office files.

Ability to operate computer terminals and perform computer assisted legal research.

Ability to access various locations of the court.

## **Working Conditions:**

Works in office conditions and the courtroom.

High level of interaction with individuals facing challenging personal and legal matters.