

18th Circuit Court- Family Division – Bay County

NOTICE

Due to an upcoming retirement, there is an anticipated vacancy in the Friend of the Court Office.

TITLE: ASSISTANT FRIEND OF THE COURT - OPERATIONS

SALARY: \$68,515 - \$82,333 (Hire/6 mo/1yr/2yr/3yr)
This position is within the Circuit Court Non-represented Group

General Summary

Under the direction of the Director of the Friend of the Court office, provides leadership, oversight, direction and guidance to staff in carrying out all duties required to be performed by the Friend of the Court as mandated by statute, court rule or Court order. The Assistant Director performs a variety of job functions as assigned by the Director.

Principal Duties and Responsibilities

(An employee in this position may be called upon to perform any or all of the following duties. This is not an exhaustive list of all of the functions which the employee may be expected to perform).

- Acts for the Friend of the Court in the Director's absence;
- Supervises assigned staff;
- Performs administrative duties within the Friend of the Court office in accordance with County and State policies;
- Advises and assists staff in investigative and enforcement activities including interpretation of Court order, statutes and court rules. Said activities include custody, parenting time and support issues;
- If appointed as a Domestic Relations Attorney Referee, conducts hearings involving custody, parenting time, support and the enforcement of such orders. Absent such an appointment, resolve these issues under the Friend of the Court Alternative Dispute Resolution Plan (LAO 2019-07);
- Represents the Friend of the Court at Show Cause hearings by preparing and presenting the case to the Court and making sentencing recommendations as requested;
- Prepares court pleadings and orders necessary to perform job functions;
- Responds to inquiries from staff, attorneys, law enforcement and other outside agencies regarding specific cases, office procedures and/or general questions in the area of family law;
- Stays apprised of issues, trends and changes in family law and informs the staff, Bench and legal community of same. Proposes changes to office procedures to keep in compliance with any changes in the law.

Employment Qualifications

- Juris Doctor admitted to practice law in the State of Michigan is desired.
- Significant experience in supervision and in domestic relations

Work Environment and Physical Demands

While performing the duties of this job, the employee is regularly required to sit for long periods of time, walk, talk and hear. The employee is frequently required to read typed and/or written material. The employee is frequently required to reach forward with hands and arms. The work performed frequently requires close exposure to VDT's, DRT's, UV rays. The work performed frequently requires repetitious hand, arm or finger motions as well as manual/finger dexterity. An employee in this class works in the Friend of the Court office, though travel may be periodically required for training and meetings.

Application Procedure: Make application online at www.baycounty-mi.gov no later than **5:00 p.m. Monday, May 17, 2021** .

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."