



INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION

DATE: 12/14/20
STATUS: Regular, Full Time
SALARY RANGE: 66,574 - 92,391
TITLE: ATTORNEY/REFEREE I/II - (ENFORCEMENT and HEARINGS)
GRADE: 33/34
UNION AFFILIATION: AFSCME 2733 Unit C

JOB SUMMARY

Under the supervision of the Friend of the Court and/or the Deputy Friend of the Court, serves as the attorney for the Friend of the Court on support enforcement matters and conducts quasi-judicial hearings on matters referred from Circuit Court.

ESSENTIAL DUTIES

- Conducts and oversees support enforcement litigation including, e.g., order to show cause hearings, bench warrant hearings, arraignments, and reviews, interstate enforcement, passport denials, liens and other extraordinary enforcement remedies.
- Reviews case files and performs legal research prior to conducting hearings.
- Reviews domestic relations orders prior to entry by the Court.
- Provides backup assistance of a legal nature to the clerical and professional staff.
- Conducts quasi-judicial hearings on matters referred from Circuit Court. Prepares written findings and recommendations on factual and legal issues.
- Attends meetings with Circuit Court Judges to discuss cases.
- Completes various special projects, which require professional legal skills as requested by a Circuit Court Judge or the Friend of the Court.
- Reads extensively and attends seminars and conferences to keep current on developments in family law and pertinent behavioral services.
- Performs all other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

EDUCATION

- Possession of a Juris Doctor degree.

EXPERIENCE

Level I - Grade 33:

- Two (2) years experience as a Friend of the Court Attorney or equivalent experience with specialized training or

expertise in Domestic Relations Law.

- Six (6) month break-in period.

Level II - Grade 34:

- Four (4) years of experience as a Friend of the Court Attorney, two (2) years of which must be at a Level I.

PHYSICAL DEMANDS

- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.
- Duties may require an employee to exert up to 25 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.