



INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION

**DATE:** 12/14/20  
**STATUS:** Regular, Full Time  
**SALARY RANGE:** \$45,437 - \$69,222  
**TITLE:** EVALUATOR / MEDIATOR I/II/III  
**GRADE:** 23/25/27  
**UNION AFFILIATION:** AFSCME 2733 Unit C

### **JOB SUMMARY**

**Note: A mediator must meet the qualifications mandated in Public Act 294, 1982, and MCR 3.216G, regarding professional training and licensing requirements.**

Under the supervision of the Assistant Friend of the Court, conducts legal investigations on disputed domestic relations issues involving child custody, support and visitation, and spousal support. Prepares reports concerning child custody, child support, visitation and alimony payments in divorce cases. Conducts mediations with parties involved in disputed domestic relations issues concerning custody and visitation. Prepare consent orders as a result of successful mediation.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Investigates assigned cases based on principle concerns of the case.
- Interviews involved parties, including children, to obtain case information and develop an accurate account of case; examines various records for supportive data.
- Confers on assigned cases with officials of social agencies, legal and law enforcement officials, and school officials to obtain and verify data.
- Prepares recommendation based on investigation and reports.
- Conducts home visits to observe family-life, child care, and home conditions as needed.
- Communicates departmental policies to public, attorneys and court.
- Discusses custody and change of custody procedures and procedures pertaining to removal of child out-of-state.
- Informs clients on routine matters pertaining to divorce, custody, visitation, child support and alimony.
- Conducts mediation sessions with parties involved in a domestic relations matter, working toward the resolution of custody and visitations disputes.
- Performs all other duties as assigned.

The above statements are intended to describe the general nature and level of work begin 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**

#### **Skill in:**

- Communicating effectively with clients, including children (interviewing and writing skills).
- Operating standard office equipment, including personal computer and Dictaphone.
- Directing, controlling and planning the activities of others.

- Influencing people in their opinions, attitudes and judgment.
- Performing effectively under stress; attaining precise set limits, tolerances and standards.

### **LICENSE AND CERTIFICATION**

- Possession of social work, counseling or psychology certification desired.
- Duties may require a valid Michigan driver's license.

### **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 monitor 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.

### **EDUCATION & EXPERIENCE**

- Possession of a Master's Degree in Behavior Science or related field

#### **All of the following:**

- Knowledge of the court system of this state and the procedures used in domestic relations matters.
- Knowledge of other resources in the community to which the parties to a domestic relations matter can be referred for assistance.
- Knowledge of child development, clinical issues relating to children, the effects of divorce on children, and child custody research.
- For mediation, the qualifications mandated in Public Act 294, 1982.

#### **LEVEL I - GRADE 23:**

- One (1) year of experience in a professional position.
- Employees may advance to LEVEL II after at least one (1) year of FOC Evaluator/Mediator experience with acceptable work performance.

#### **LEVEL II - GRADE 25:**

- Two (2) years of evaluation/mediator experience and/or LEVEL I knowledge and experience required.
- Employees may advance to the III level after two (2) years work as FOC Evaluator/Mediator experience and satisfactory job performance.

#### **LEVEL III - GRADE 27:**

- Three (3) years of evaluation/mediation experience and/or LEVEL II knowledge and experience required.
- May instruct and guide lower classified employees in problem solving and trouble shooting.