

Employer: Charlevoix County

Position: Director

Department: Friend of the Court

Pay Range: negotiable/TBD upon experience/full time – salaried

OVERVIEW of Primary Responsibility: Directs all staff in investigating, enforcing and processing domestic relations cases. Is responsible for program planning, fiscal management, personnel management and other administrative matters. This position oversees all daily operations and management of the Friend of the Court office and staff, as well as show cause matters involving child support and parenting time violations, medical support, and child custody. Other duties include review and processing of domestic relations orders, annual IV-D contracts, departmental representation before the Charlevoix County Board of Commissioners, as well as monitoring all changes to relevant statutes, caselaw and court rules. This position reports to the 33rd Circuit Court Judge. **This job posting is presented as an overview and should not be considered all-inclusive. A full job description is available upon request or at the time of interview.**

MANDATORY Qualifications: This position REQUIRES a master's degree in Domestic Relations Law, Human Services, Administration, Behavioral Science, Social Work, Counseling or related area of study. Budgetary knowledge and experience a MUST as well. Individual will be required to pass a Court security screening, criminal background check, a physical examination and a drug screen. A commitment to protecting the confidentiality of sensitive client and court information is essential, and the release or sharing of information in violation of applicable law may result in disciplinary or legal action.

Additional PREFERRED: Five years or more domestic relations law or related experience. Law degree and licensure with the Michigan Bar. Previous Friend of the Court experience involving administrative duties and personnel management.

Environment: This is an indoor position in a climate-controlled atmosphere. This position requires mobility between offices, courtrooms, and various floors of the facility. Travel for training and professional development will be required from time to time. This position requires the ability to utilize phones, computers, and other general office equipment. You will be required to participate in one on one interaction with clients, the public, and Judges or their representatives in various settings such as courtrooms, offices and meeting facilities.

Charlevoix County is an Equal Opportunity Employer (EEOC), in compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations will be made to qualified individuals with disabilities and we encourage individuals with disabilities, both as perspective and current employees, to discuss potential accommodations with this employer.

TO APPLY: Please submit as ONE PACKAGE, a cover letter, resume AND Charlevoix County job application (available on the website's "employment opportunities" page) to:

Charlevoix County Human Resources
301 State St.

Charlevoix, MI 49720

Incomplete packages will not be considered for review