



**EATON COUNTY**  
invites applications for the position of:

## **Investigator/Conciliator - Friend of the Court**

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**SALARY:** \$20.64 - \$26.84 Hourly  
\$42,931.00 - \$55,827.00 Annually

**OPENING DATE:** 04/14/21

**CLOSING DATE:** Continuous

### **GENERAL SUMMARY:**

Under the supervision of the Friend of the Court and the Senior Investigator, conducts investigations and makes recommendations regarding the issues of custody, medical support, domicile, child support, and parenting time regarding pre-judgment and post-judgment cases. Responds to complaints regarding medical support, child support, custody, domicile, and parenting time issues and conducts conciliation conferences to assist parents in resolving disputes.

### **ESSENTIAL FUNCTIONS:**

1. Investigates and evaluates custody and visitation arrangements for minor children in divorce and paternity actions and prepares reports and recommendations for the Circuit Court. May include interviewing parents, children and others, evaluating how children are accepting divorce, observing interactions between the children and parents and identifying potential problems with custody and visitation issues, and evaluating the prospective home(s) and general surroundings.
2. Provides informal dispute resolution in custody and visitation matters pending before the court. Attempts to develop channels of communication between parents to establish a more cooperative working relationship and facilitate restructuring of the family so as to maximize efforts to work together on behalf of the children. Attempts to educate parents and children on the effects of divorce and the skills necessary to resolve areas of difficulty. Prepares stipulations.
3. Investigates complaints regarding custody and visitation matters, may involve meeting with the parties, visiting the home, inspecting day care facilities, visiting with representatives of schools and other agencies and attempts to resolve the matter. Initiates enforcement actions upon clients who are not in compliance with the court order, sends notices or prepare statement of facts for initiation of show cause hearing.
4. Serves as conciliator to assist in the resolution of disputes related to custody, domicile, parenting time, and child support.
5. Regularly confers with divorcing parties and others to discuss Friend of the Court procedures and policies, answer questions and discuss issues and complaints related to domestic relations cases.
6. Conducts investigations on requests for change of custody or parenting time and related matters. May include making home visits and consulting with schools, counselors and others to evaluate the request and make recommendations.
7. Investigates and makes recommendations on the amount of time a non-custodial parent, grandparent or third party should spend with a child in accordance with the child's best interests.
8. Provides court testimony regarding findings and recommendations when necessary.

9. Arranges for psychological evaluations of parents and children to assist in formulating recommended action. Confers with psychologists or counselors who are working with the family.
10. Drafts orders, stipulations and other legal documents between the parties on the matters of custody, parenting time, support, medical coverage and change of domicile.
11. May conduct financial investigations, including (a) Collects detailed financial data from clients. Assists clients completing a financial affidavit and reviews for completeness. Contacts employers, Department of Human Services and other agencies for additional client financial information, (b) Conducts financial analysis of client financial data which may include review tax statements and other documentation, reviewing unemployment, social security and worker's compensation payment records and other financial records essential to determining the parties' gross income, (c) Utilizes established support guidelines and computer to calculate and recommend amount of child support, changes in the level of child support, medical payments and other payments. makes recommendations to the Court regarding alimony, and (d) Responds to calls and correspondence from parties and attorney's concerning inquiries about financial forms, necessary data and documentation, the calculation of support and related information.

Other Functions:

1. Drives extended distances out of county to conduct investigations
2. May also fulfill the job functions of Investigator/Parenting Time Specialist.

*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.*

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in counseling, social work, psychology or related area.

One year of casework experience, preferably dealing with family counseling. Prefer familiarity with domestic relations law.

In order to conciliate cases, must attend in service trainings as required including a Domestic Relations training seminar and a Domestic Violence program.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description.*

*The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

### ***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]:*

- Climbing stairs and otherwise accessing homes and other locations in order to conduct interviews and gather information.
- Driving to various sites to conduct interviews.
- Ability to access office files.

### ***Working Conditions:***

- Exposure to various weather conditions while conducting field work.
- Exposure to individuals with various emotional problems and who may be prone to assault.
- Exposure to home of various states of cleanliness and hygiene.

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Eaton County is an Equal Opportunity Employer  
Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.eatoncounty.org>

Position #2021-4-141.07.06.03  
INVESTIGATOR/CONCILIATOR - FRIEND OF THE COURT  
CS

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Charlotte, MI 48813

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