

NOTICE FROM THE BAY COUNTY – 18TH JUDICIAL CIRCUIT- FAMILY DIVISION

Job vacancy at the BAY COUNTY FRIEND OF THE COURT OFFICE

JOB TITLE: **FAMILY EVALUATOR / CHILD CUSTODY INVESTIGATOR**

PAY GRADE: **PC07** This position is within the Circuit Court Non-represented Group

PAY RANGE: **\$47,715.20 - \$55,848.00** (Hire / 6 mos / 1yr / 2yr / 3yr)

GENERAL SUMMARY:

Under the supervision of the Director of the Friend of the Court conducts an investigation to gather information concerning individuals in domestic relations matters under the jurisdiction of the Circuit Court; summarizes and analyzes gathered information and prepares written reports and recommendations regarding custody, parenting time, and support for the Court. Interviews parties to domestic relations proceedings to gather general statistical informational, suggests solutions to problems and oversees and participates in follow-up investigative activities. Investigates complaints concerning violation of court orders in regards to domestic relations cases.

Principal Duties and Responsibilities

(The following examples are intended to be descriptive but not restrictive)

- Conducts child custody / parenting time investigations for domestic relations cases pursuant to the factors set forth in the Child Custody Act
 - Ascertain general statistical data;
 - Provide short-term counseling, makes referrals to social agencies as appropriate
- Evaluates written submissions of parties, interview results, caseworker's data collected from home visits, school visits and other interviews, reference checks and other investigative data in order to prepare a report for the court recommending custody, parenting time, and other conditions of settlement
- Conducts investigations involving home inspections, locating and interviewing neighbors, school officials and other witnesses necessary to complete the investigation; including travel as necessary
- Initiates follow-up investigation and briefs Custody and Parenting Evaluators on individual cases and specific information needed
- Investigates complaints involving parenting time problems, or court order violations. Interviews parties and tries to resolve matters and, if necessary, makes recommendations to the Court for presentation to the Court in order to ensure compliance with court orders.
- Reviews court orders upon complaint that the custody / parenting time provisions are being violated and initiates enforcement action as appropriate
- Appears in court to testify generally in disputed custody and parenting time matters

- Assists in the training of new Custody & Parenting Time Evaluators; assists them in preparing of reports and recommendations regarding custody and/or parenting time; and gives such leadership and guidance as may from time to time be required.
- Conducts new client orientation program by assisting in the preparation and presentation to new clients of the information necessary to help them better understand the problems of a domestic relations case.

Required Experience and Training

A Master's degree in social work, psychology, sociology or closely related field required, or a Juris Doctorate; and five (5) years of investigative and/or professional social services experience.

Required Knowledge, Skills and Abilities

- Considerable knowledge of modern office procedures and technology, including electronic data and word processing;
- Considerable knowledge of basic clerical practices and techniques;
- Comprehensive knowledge of legal terminology and proceedings; the court system in the State of Michigan, Child Custody Act, Michigan Child Support Guidelines, and the procedures necessary to make an informed recommendation to the Court;
- Considerable knowledge of and ability to perform complex account and record keeping management activities;
- Considerable ability to read and accurately interpret various legal and court-related documents;
- Considerable ability to make routine decisions in accordance with departmental policies and procedures;
- Considerable ability to follow both oral and written instructions;
- Considerable ability to establish and maintain effective working relationships with supervisors, co-workers and the general public;
- Ability to perform standardized mathematical computation
- Ability to operate office equipment, including but not limited to personal computers and related hardware / software, adding machines, copy/scan machines, and facsimile machines;
- Ability to use tact and diplomacy and understand people from all social, economic and cultural backgrounds;
- Ability to write legibly.

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 reach above the head. The employee is frequently required to read typed and/or hand written material. The employee is frequently required to reach forward with hands and arms. The employee must frequently lift and/or move, push or pull up to thirty-five (35) pounds or less. The work performed frequently requires close exposure to VDT's, UDT'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 generally works in the Friend of the Court office, through travel within the State may be periodically required for training and meetings.

Make application in person / via US Mail/ email to the Bay County Friend of the Court Office, PO Box 831, Bay City MI 48707-0831 or roszatyckie@baycounty.net Attention: Elizabeth Roszatycki, no later than 5:00 p.m. Friday, October 17th, 2014.

An Equal Opportunity Employer

“Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression.”