

April 1, 2013

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

Job vacancy at the **BAY COUNTY FRIEND OF THE COURT OFFICE**

(ANTICIPATED VACANCY - JULY 2013)

JOB TITLE: FAMILY EVALUATOR and MEDIATOR

PAY GRADE: PC 07 This position is within The Circuit Court Non-represented Group

PAY RANGE: \$46,321.60 - \$54,225.60(Hire/6 mos/1yr/2yr/3yr)

GENERAL SUMMARY:

Under the direction of the Director of the Friend of the Court, investigates domestic relations cases involving minor children in order to make recommendations for the Friend of the Court for presentation to the court on custody, parenting time, child support, and other conditions. Interviews parties to divorce proceedings to gather general statistical informational, suggest solutions to problems and oversees and participates in follow-up investigative activities. Investigates complaints of violation of court orders regarding domestic relations cases.

Principal Duties and Responsibilities:

- 1) Mediates a resolution of pending contested matters as it pertains to child custody, parenting time, and relocation.
- 2) Conducts pre-divorce interviews with involved parties in order to:
 - Obtain information necessary to complete final report information pertaining to custody, child support, parenting time, and health care;
 - Ascertain general statistical data;
 - Explain nature of procedures of office and court and their rights and obligations pursuant to the court order;
 - Determine areas of disagreement and potential areas of confrontations;
 - Provide short-term counseling, makes referrals to social agencies as appropriate;
- 2) Evaluates written submissions of parties, interview results, 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.

- 3) As a result of contested custody/parenting time matters, interviews children of the case to learn how they are accepting divorce, feelings towards parents, expected problems, etc. If necessary, makes follow-up home visits.
- 4) Investigates complaints involving parenting time problems, or court order violation. Interviews parties and tries to resolve matters and, if necessary, makes recommendations to the Friend of the Court for presentation to the court in order to ensure compliance with court orders.
- 5) Prepares reports, recommendations, and petitions and orders.
- 6) Appears in court to testify generally in disputed custody and parenting time matters and represents the Office in motion and enforcement hearings.
- 7) Responds to inquiries, concerns and complaints regarding custody/parenting time matters.
- 8) Reviews submitted financial information of the parties to prepare child support recommendations based on the MI Child Support Formula.
- 9) 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.
- 10) 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.
- 11) All other duties as assigned.

The above statements are intended to describe the general nature and level of the work being performed by people in this position. They are not exhaustive of all job duties being performed.

Required Experience and Training:

- A Master's degree in social work, psychology, sociology or closely related field.
- Five (5) years of investigative and/or professional social services experiences within the Friend of the Court office or within a related setting is preferred.

Required Knowledge, Skills and Abilities:

- Considerable ability to read and accurately interpret various legal and court-related documents;
- Considerable knowledge and understanding of the Michigan Child Support Formula and the procedures necessary to make an informed recommendation to the Court;
- Ability to use tact and diplomacy and understand people from all social, economic, and cultural backgrounds;
- Considerable ability to exercise independent judgment and initiative in analyzing problems and recommending appropriate solutions;
- Ability to communicate effectively; both orally and in writing;
- Ability to manage time and prioritize multiple tasks and deadlines;
- Considerable ability to make routine decisions in accordance with departmental policies and procedures;

- Considerable ability to follow both oral and written instructions;
- Ability to perform standardized mathematical computations.;
- Ability to operate office equipment, including but not limited to, personal computers and related hardware/software, copy machines and facsimile machines.

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, DRT'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 general works in the Family Court office, though travel within the State may be periodically required for training and meetings.

Make application in person/via US Mail to the Bay County Friend of the Court Office, PO Box 831, Bay City, MI 48707-0831, Attention: Elizabeth A. Roszatycki, no later than **5:00 p.m., Friday, April 26, 2013.**

An Equal Opportunity Employer

“Bay County does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.”