

ATTORNEY/REFEREE

GENERAL STATEMENT OF DUTIES: Performs highly responsible, quasi-judicial duties in Court, including the taking of testimony of witnesses and making timely recommendations to the Family Division Judges related to juvenile and domestic dockets, as may be permitted by law. The position is appointed by the Chief Judge and serves at the pleasure of the Chief Judge.

STATEMENT OF TASKS:

Conducts preliminary hearings which may include swearing in witnesses, taking testimony, advising parties of their constitutional rights, making recommendations regarding appointment of attorneys, making recommendations on the acceptance or rejection of petitions for formal hearings and detention or release pending formal hearings and setting bond;

Conducts formal hearings which may include swearing in witnesses, advising parties of their constitutional rights, taking testimony, making recommendations including guilt, innocence or dismissal;

Answers questions during and after court hours concerning court matters and preliminary hearings;

Provides after-hours intake coverage on a rotating basis;

Conducts hearings related to the domestic docket, primarily those in which parties are not represented by counsel.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the law related to juvenile and domestic matters;

Extensive knowledge of available social resources;

Ability to professionally communicate with people under stress;

Ability to use good judgment and tactfulness;

Ability to interpret the law and apply it to individual cases;

Ability to present legal findings in a clear and concise manner;

Effective written and verbal communication skills;

Ability to regularly attend work and work under occasionally stressful conditions;

Draft, type and otherwise electronically prepare recommended orders and opinions following hearings;

Ability to be self-sufficient, in a work environment with limited support staff.

DESIRED QUALIFICATIONS:

Education: Must be a law school graduate and an attorney in good standing with the State Bar of Michigan.

Experience: Must have at least 4 years of professional experience, with a practice emphasis in Family Law, including domestic and/or juvenile work.



Human Resources Director

Established: September 18, 1996

Revised: July 3, 2002

Revised: May 11, 2016