

## FRIEND OF THE COURT DEPUTY DIRECTOR – LEGAL SERVICES

GENERAL STATEMENT OF DUTIES: Under the direction of the Friend of the Court, is responsible for administering the Office of the Friend of the Court, to ensure the optimum implementation of the enforcement and administration of Circuit Court orders related to custody, parenting time, and support. Oversees the entire office by developing strategic plans to improve services and adopt office procedures to implement the Friend of the Court Act. May serve as an attorney representing the Friend of the Court in domestic relations matters as needed.

### STATEMENT OF TASKS:

Supervises subordinate staff, including managers, attorneys, supervisors, caseworkers, and clerical staff;

Assists with the administration of the office of the Friend of the Court;

Acts as the Friend of the Court in the absence of the Director;

Participates in decisions to hire, discipline, discharge, and promote employees;

Develops, implements, and monitors procedures for the ongoing review, supervision, investigation, and enforcement of orders relating to children involved in domestic relations cases;

Coordinates with local, state and federal agencies, elected officials, and other courts to provide exemplary services to the Family Division of the Circuit Court;

Performs special assignments as requested, including researching and preparing reports and projects, developing and implementing programs, and presenting information on changes in law and State and Federal regulations to Court management, elected officials, and others;

Coordinates orientation and training sessions for staff with regard to changes in the law and State and Federal policies affecting the Friend of the Court;

Participates in public speaking engagements to explain the role of the Friend of the Court, domestic relations law, and to promote good public relations;

Monitors compliance with all necessary statutes, court rules, recommendations of the Friend of the Court Bureau, and requirements of the IV-D Program;

Recommends policy and procedure changes as needed;

Serves the public as necessary and assists staff with legal and policy problems and situations.

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:

Thorough knowledge of Friend of the Court procedures and the IV-D Program;

Thorough understanding of the workings of local agencies and programs, including the Circuit Court, Department of Health and Human Services, and the Prosecuting Attorney's Office;

Considerable knowledge of procedures and requirements of domestic relations matters;  
Considerable ability to initiate, plan, develop, coordinate, and implement the various  
programs of the Friend of the Court;

Considerable ability to analyze, prepare, and interpret complex legal, written and oral  
reports and  
recommendations.

Considerable ability to cope with difficult and/or emergency situations requiring immediate  
decisions in accordance with Michigan law and state and local policies;

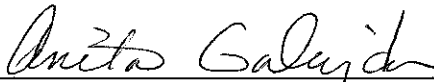
Considerable ability to exercise mature judgment and initiative in analyzing problems and  
recommending solutions;

Considerable ability to maintain positive interpersonal relationships in high stress  
environments;

Considerable ability to supervise effectively, including fostering cooperative working  
relationships among staff of many different levels.

**MINIMUM QUALIFICATIONS:**

Possess a Juris Doctor degree from an accredit college or university of law **AND** Have at  
least five (5) years of experience in law, court management, social services, or related  
work **AND** Be a member in good standing of the State Bar of Michigan.



Human Resources Director

Established: September 11, 1992

Revised: June 12, 2006

Revised: September 12, 2016