

POSITION: FAMILY DIVISION REFEREE
HOURS: 40 HOURS PER WEEK
SALARY RANGE: \$91,283-114,138

ELIGIBILITY: This position is open to anyone who meets the minimum qualifications.

SCHEDULE: Monday-Friday, 8AM-5PM

WORK LOCATION: Traverse City, Michigan

This Attorney Referee position will conduct hearings for both the Juvenile Division and the Friend of Court division. Serves as the Circuit Court Family Division domestic relations referee with responsibility for holding hearings and recommending decisions as authorized and confirmed by the Family Division Judges. Serves as referee for purposes of hearing Friend of the Court Show Causes, motions involving disputes over child custody, support and parenting time. Position requires covering hearings in Grand Traverse County.

ESSENTIAL FUNCTIONS:

This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

- Conducts hearings in domestic relations cases related to custody, parenting time, child support, temporary matters, and other matters involving children; issues findings and recommendations.
- Conducts preliminary, adjudication, dispositional and progress hearings in delinquency and child protective proceedings.
- Swears in and examines witnesses; takes testimony; hears arguments; decides motions and objections; reconciles conflicting testimony; makes findings of fact; draws conclusions of law; and renders decisions.
- Prepares and reviews opinions & orders prior to submission to the judges. Does legal research to assist the Circuit Court Family Division Judges.
- Conducts Personal Protection Order hearings.
- Provides legal assistance to the Friend of the Court.
- Assists the Circuit Court Family Division Judges in handling motion practice.
- Assists with Juvenile matters including delinquency and abuse and neglect.
- Handles on-call responsibilities on a rotating basis with other Attorney Referee.
- Operates video and audio equipment for the recording of all court hearings conducted.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of courtroom operations and procedures, including the ability to conduct specific hearings.
- Clear understanding of criminal, civil, juvenile and family law, statutes, court rules, case law,

- local ordinances.
- Able to exercise a high degree of independent judgment and discretion throughout each step of the legal process.
 - Experience with the use of personal computers and word processing and spreadsheet software as well as ability to learn internal software programs.
 - Strong oral and written communication skills, with the ability to maintain records and reports.
 - Able to stay current on case law, legislation and laws affecting the courts and law enforcement.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Law degree, active license to practice law in the State of Michigan. A minimum of five years of experience. Certified Electronic Operator (CEO) certification course and exam will be paid for by the 13th Circuit Court. Attorney Referees must complete training courses offered by the Michigan Judicial Institute and as required by their Judges and/or the Court's Administrator.