

CIRCUIT- FAMILY NOTICE FROM THE BAY COUNTY – 18TH JUDICIAL 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: \$50,107.20 - \$58,635.20 (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 child support for the Court. Interviews parties to domestic relations proceedings to gather general statistical information, 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 the Custody Investigator 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

- 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 ability to analyze, prepare, and interpret complex legal, written, and oral reports and recommendations;
- Considerable ability to read and accurately interpret various legal and court-related documents;
- Considerable ability to exercise mature judgment and initiative in analyzing problems and recommending solutions;
- Considerable ability to cope with difficult and/or emergency situations requiring immediate decisions in accordance with departmental policies and objectives.
- 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 Court Officials, Administrators, other employees, and the general public;
- Ability to use tact and diplomacy and understand people from all social, economic and cultural backgrounds;
- Ability to write legibly;
- Ability to perform standardized mathematical computation
- Considerable knowledge of modern office procedures and technology, including electronic data and word processing;
- Ability to operate office equipment, including but not limited to personal computers and related hardware / software, adding machines, copy/scan machines, and facsimile machines;
- Considerable knowledge of basic clerical practices and techniques.

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.

You may apply in person at the Bay County Friend of the Court Office located at the Court Facility Building, 1230 Washington Ave., Suite 660, Bay City, MI, or by US Mail to the Bay County Friend of the Court Office, PO Box 831, Bay City MI 48707-0831 Attention: Elizabeth Roszatycki, or, email to roszatyckie@baycounty.net, **no later than 5:00 p.m. Monday, November 13, 2017.**

An Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."