

MASON COUNTY
POSITION AVAILABLE

TITLE: FAMILY COURT ATTORNEY REFEREE

DEPARTMENT: CIRCUIT COURT – FAMILY DIVISION

GENERAL SUMMARY:

Under the direction of the family court judge, the attorney referee is responsible for conducting family court hearings consistent with Michigan law. The attorney referee will prepare recommendations and orders for the signature and/or approval of the judge(s); conducts legal research regarding legal matters impacting the court, and advises judge(s) and court staff. Further, the attorney referee makes decisions relating to custody; visitation and support.

This is a part-time position which encompasses 20 hours per week.

GENERAL JOB FUNCTIONS:

An employee in this position may be called upon to complete any or all of the following essential functions. This is not an exhaustive list:

1. Stay current on legislation and laws affecting the courts and law enforcement, and recommend to judges proper legal procedures relating to same.
2. Conduct complex legal research for the judge(s); keep abreast of case law and legal issues impacting the court and prepare legal memorandum.
3. Assist the circuit court administrator/friend of the court/juvenile officer in developing policies and procedures to guide court operation; so as to ensure services are properly provided and regularly reviewed for improvement to increase efficiency and service. These operations include, but are not limited to records management, technology resources, personnel management, and facilities.
4. Performs other duties as assigned by the family court judge, which may extend into other operational divisions of the court.

SPECIFIC ATTORNEY REFEREE/FRIEND OF THE COURT JOB FUNCTIONS:

- Conduct various hearings in domestic relations cases as requested or referred by the family court judge
- Perform duties pursuant to MCR 3.215 and MCL 552.507
- Prepare written reports for the assigned judge with findings and/or recommendations; make findings of fact on the record or by written opinion and prepare proposed orders.
- Prepare and review orders in domestic relations cases, prior to submission to the family court judge.
- Maintain a separate docket for the scheduling of court hearings.
- Assist friend of the court director in investigating and responding to grievances filed by Friend of the Court clients, as needed.

REQUIRED MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from an ABA accredited law School

EXPERIENCE: Minimum five years of substantial practice experience and knowledge of family law, juvenile law, and criminal and civil law as may be necessary to fully carry out the responsibilities of this position.

OTHER REQUIREMENTS:

- License to practice law in the State of Michigan
- Member in good standing of the State Bar of Michigan
- Must complete training courses offered by the Michigan Judicial Institute and as required by the judges and/or the court's administrator
- Work cooperatively with county employees, and local units of government.
- Work under pressure to meet deadlines
- Effectively communicate with small and large audiences of varied demographic and socio / economic background.

This position has competitive compensation and benefits. Pay will be commensurate with experience. Two letters of reference shall be supplied by the candidate. The deadline for the letters of interest and references is August 13th, 2021.

Please send your résumé and references to:

Charles Gunsell
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1-231-845-1213