

MASON COUNTY

POSITION AVAILABLE

TITLE: FRIEND OF THE COURT MANAGER

DEPARTMENT: CIRCUIT COURT – FAMILY DIVISION

GENERAL SUMMARY:

The work responsibilities for the Friend of the Court Manager are detailed in the July 1st, 2022 “Sample Friend of the Court Policy and Procedure Manual”. The Friend of the Court Manager is responsible for having a thorough, working understanding of all policies and procedures found in that manual.

Other examples of FOC work responsibilities include supervision of FOC caseworkers; FOC budget management; involvement in FOC case management; adoption and enforcement office procedures; working positively with a wide range of people encountering difficult and emotional situations.

Candidates should have working knowledge of MICSES (Michigan Child Support Enforcement System), One Span, MICCOURT, JIS, and all other computer programs / systems that interface with the Friend of the Court office.

The FOC Manager is also involved in teaching, assisting, problem-solving, brainstorming with fellow staff members, considering new perspectives for healthy conflict resolution techniques, moving forward in a manner that is reflective, considered, and respectful.

GENERAL JOB FUNCTIONS:

1. Must have excellent writing and verbal presentation skills.
2. Must have experience and/or training in Alternative Dispute Resolution (ADR).
3. Should have Michigan Court Mediator training as well as domestic violence training (40 hours).
4. Must be able to view the FOC operations within the larger context of court operations, evaluate critically, and cooperatively manage changes/ improvements where needed.
5. Must manage FOC budget, revenues and expenses, contract billing and payments, and accounts, collection incentives, and other financial matters in a cost effective manner.

REQUIRED MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor’s degree

EXPERIENCE: A minimum of 4 years working within the Circuit Court /Family Court or within the Friend of the Court system, is required.

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 12th, 2022.

Please send your resume and references to:

Charles Gunsell
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Ludington, Mi. 49431
1-231-845-1213