

**MASON COUNTY FRIEND OF THE COURT**  
**Job Posting**

<b>Position:</b>	Friend of the Court Case Manager
<b>Reports to:</b>	Friend of the Court
<b>Work Hours:</b>	40 hours per week (8 hours per day, 5 days per week, Monday - Friday)

**Work Responsibilities:**

- **Child Support:** Under the direction of the Friend of the Court, the case manager manages and performs all child support functions from case setup to case closure, including but not limited to, support order accounting, child support and medical support enforcement, and support review. In an objective and professional manner, the case manager is responsible for communicating with clients, attorneys, agency personnel and public citizens by phone, letter, and appointment. The case manager appears before the Court as a representative of the Friend of the Court, clarifying child support issues for the Court and making recommendations. The case manager prepares clear and concise motions and orders for the Friend of the Court and the Court. The case manager is responsible for maintaining a working knowledge of all laws and policies related to the Friend of the Court's statutory mandates in the area of child support.
- **Parenting Time and Custody:** Under the direction of the Friend of the Court, the case manager manages all parenting time and custody concerns that arise, using informal mediation, the informal hearing process, and filing motions with the Court when appropriate. In an objective and professional manner, the case manager is responsible for communicating with clients, attorneys, agency personnel and public citizens by phone, letter, and appointment. The case manager appears before the Court as a representative of the Friend of the Court to clarify parenting time and custody issues and make parenting time and custody recommendations to the Court. The case manager prepares clear and concise motions, orders, and parenting time schedules for the Court. The case manager is responsible for maintaining a working knowledge of all laws and policies related to the Friend of the Court's statutory mandates in the area of parenting time and custody.

**Qualifications:**

- Bachelor's degree preferred.
- Experience working in the family court system is preferred.
- Excellent communication skills – verbal and written.
- Ability to handle difficult and highly emotional situations in a sensitive and effective manner.
- Possess and utilize good interpersonal and problem-solving skills.
- Ability to effectively work as a member of a team – both the Friend of the Court team and the overall courthouse team.
- Strong computer skills (including at a minimum Microsoft Word and Microsoft Excel). Experience with the Michigan Child Support Enforcement System (MICSES) preferred.

This position has competitive compensation and benefits. Pay will be commensurate with experience. Interested candidates should apply by submitting a letter of interest, a resume, and two letters of reference to the address below. The deadline for submission is October 12<sup>th</sup>, 2022.

Please submit the above to:  
Trinja Henrickson  
Friend of the Court  
Mason County Courthouse  
304 E. Ludington Ave.  
Ludington MI 49431

