



Barry County

Classification Title	Quasi Judicial Officer
FLSA Status	Exempt

GENERAL SUMMARY

The purpose of this job is to serve in a quasi-judicial capacity as prescribed by statute and court rule, and as authorized by the judge. Conducts variety of hearings: including but not limited to, domestic relations, juvenile delinquency, abuse and neglect, termination of parental rights, probate hearings, informal hearings on civil infractions, arraignments on misdemeanor and felony matters. Reviews and approves arrest and search warrants, sets bond. May serve as Probate Register.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Domestic Relations Referee:

- Conducts domestic relations hearings, including hearings on custody, child support, parenting time, medical reimbursement that have been filed with the court.
- Conducts legal research and applies applicable court rules, statutes and case law to prepare recommended orders for custody, parenting time and child and/or medical support.
- May conduct evidentiary hearings as referred by the court.
- Determines and makes recommended orders on requests to enforce parenting time and medical reimbursement orders, which may result in the application of sanctions.

Juvenile Referee:

- Conducts hearings on juvenile delinquency matters, and abuse and neglect proceedings, as allowed and required pursuant to statute and court rule.
- Serves as a staff attorney providing consultation and guidance on legal procedures and requirements to other court staff.
- Performs legal research and drafts memoranda relating to Probate and Family Division proceedings.

Probate Register:

- Exercises all legal powers granted to a Probate Register by law in uncontested matters, including scheduling hearings, taking testimony and issuing orders under the signature of the Judge.
- Supervises in the receiving, recording, and filing of legal documents related to all probate and adoption proceedings.

- Advises and assists attorneys and members of the public on probate court procedures, providing information on the proper filing of petitions and other legal documents, prescribed time limits, procedural requirements and other matters.
- Responsible for the processing of informal probate proceedings involving decedents' estates ensuring all legal requirements are met before executing a Register's statement, or other orders, and prior to the appointment of a fiduciary.
- Supervises the processing of guardianship and conservatorship files for minors and legally incapacitated individuals and the processing of developmentally disabled individual files. Reviews documents for completeness and compliance with court rules and statutes. Schedules hearings and ensures file complete at time of the hearing.

Attorney Magistrate:

- Accepts and examines criminal complaints, takes testimony in order to determine probable cause to authorize the filing of a complaint, authorize arrest and search warrants.
- Conducts arraignments and sets bail bond based on factors defined by statute and case law, sentences defendants pleading guilty to violations of civil acts/ordinances. Conducts arraignments and sentences defendants pleading guilty or no contest to misdemeanors as allowed by statute. Sets bonds for defendants in felony cases.
- Presides over civil infraction admissions, admissions with explanation, motions to set aside default or withdraw admissions, and conduct informal hearings in civil infraction actions, and impose all sanctions allowed by statute.
- Presides in small claims division of the district court.
- Participates in settlement and scheduling conferences. Reviews problematic filings for the support staff and other Jurists.
- Performs marriages.
- Performs other related work as required.
- Required to participate in the on-call rotation during nights, weekends, and holidays.
- Must be a registered voter in Barry County.

General Quasi-Judicial Duties

- Participates and assists in special projects (i.e., landlord/tenant diversion) as assigned by the Chief Judge or Court Administration.
- Monitor changes in statutes, Michigan Court Rules, and state agency directives. Works closely with Court Administration to develop new or revise policy and procedures.
- May act as court liaison with local and state agencies (i.e., law enforcement, Public Defender's office, Prosecutor's office).

MINIMUM QUALIFICATIONS

Required Education and Experience

Education: Juris Doctor Law degree from an accredited law school (member of the State Bar of Michigan in good standing)

Experience: 5 years of experience practicing law with a thorough understanding of family, juvenile, child welfare, probate law, and criminal law. The ability to interpret and explain applicable statutes, case law and trial procedures.

Required Licenses or Certifications or Requirements

- Must complete Magistrate and Referee training
- License to practice law in the State of Michigan

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Rules of Procedure and Evidence, and applicable statutes, case law and trial procedures
- Traffic and civil proceedings
- Domestic relations laws and precedent
- Juvenile delinquency and child welfare laws
- Child support guidelines and child support enforcement system
- Probate Code (EPIC)
- Judicial Information System (AS400 or JIS)
- Michigan Child Support Enforcement System
- English grammar, spelling, punctuation
- Legal terminology and court procedures
- Modern office procedures, methods and computer equipment

Skill in:

- Verbal and written communication
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Draft pleadings and orders according to court rule
- Read, analyze and understand matters submitted and make an independent and informed decision
- Read, analyze, interpret and apply court rules, statutes and policies
- Learn and use technology to record court hearings
- Discern veracity of witnesses by comparing testimony for consistency
- Work with the public in crisis mode
- Ability to operate computer for information retrieval and input
- Ability to access law books, reference materials and computer information
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Other: Court Room			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate			X
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		

Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels</i>)	X		
Other			

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

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